

Luther Luxembourg:

Luther in Luxembourg is a leading business law firm that was established in 2010. Relying on its international network, the firm's multilingual professionals advise domestic and international clients across numerous practice areas, particularly Corporate/M&A, Banking and Finance, Dispute Resolution, Investment Management, Employment, and Real Estate.

Our clients, ranging from multinational corporations, investment funds, financial institutions to private equity firms, have placed their trust in our interdisciplinary legal advice that aims to hit the mark.

Luther employs 420 lawyers and tax advisors and is present in 10 German economic centers and has 11 international offices in European and Asian financial centers.

Luther is a founding member of unyer (www.unyer.com), a global organisation of leading professional services firms that cooperate exclusively with each other.

We are seeking to recruit an **Accounting & Billing Officer** to sustain the continuous development of the firm's core practice area.

Accounting & Billing Officer (m/f/d) Permanent Employment Agreement – Full time

Your tasks:

- process client/matter opening and monitor data accuracy for appropriate reporting;
- issue and follow-up regular WIP reporting;
- ensure accurate & timely client invoicing in close cooperation with the partners;
- manage collection of receivables;
- prepare vendors payments and manage vendors files;
- proceed general bookkeeping entries (vendors, cash and clients);
- perform day to day accounting operations;
- produce and review management reports;
- assist Compliance Department in data management and processing;
- perform daily administrative tasks.

Your profile:

- **Qualification:** advanced Diploma or Bachelor's degree in, finance, accounting or related field;
- **Experience:** between 3 and 5 years of experience acquired in a Finance Department ideally in a similar field (Law firm, or other professional service firms);
- **Skills:** strong organisation skills, proactive, team player with good communication skills, attention to details, capacity / ability to take ownership on the department duties, strong compliance with procedures;
- **Languages:** fluent English and French (written & spoken).

What we offer:

- an attractive salary package;
- a dynamic and friendly work place;
- flexibility of work (teleworking days, flexibility of working hours);
- participate in external training and soft skills as well as organise internal training;
- regular team events.

Contact:

If you are ready to take your career to the next level in a multicultural, international and dynamic environment, focusing on work-life balance and continuous improvement, please send your CV and a motivation letter to the following email (lu.recruitment@luther-lawfirm.com) with the BILL-O reference.

Start date: As soon as possible