

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 hits 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 clients invoicing and cash collection processes;
- proceed general bookkeeping entries (vendors, cash and clients);
- prepare vendors payments and manage vendors files;
- produce and review management reports;
- help in reviewing and following up the operational expenditure budgets;
- assist Compliance Department in data management and processing;
- perform daily administrative tasks.

Your profile:

- **Qualification:** advanced Diploma or Bachelor's degree in business, accounting or related field ;
- **Experience:** between 3 and 5 years of experience ideally acquired within a professional service firm (Law firm, Auditing/Consulting firm) ;
- **Soft Skills:** organized, proactive, team player with good communication skills at various levels of the organization, attention to details, customer-centric attitude, good command in Excel;
- **Languages:** fluent English and French (written & spoken).

What we offer:

- an attractive salary package;
- a dynamic and friendly work place;
- participate in external trainings and soft skills as well as organize internal trainings;
- regular team events.

Contact:

If you are ready to take your career to the next level, please send your CV and motivation letter to the following email (lu.recruitment@luther-lawfirm.com) with the ORGA reference.

Start date: as soon as possible

Bangkok, Berlin, Brussels, Cologne, Delhi-Gurugram, Dusseldorf, Essen, Frankfurt a.M., Hamburg, Hanover, Ho Chi Minh City, Kuala Lumpur, Jakarta, Leipzig, London, Luxembourg, Munich, Shanghai, Singapore, Stuttgart, Yangon