

DLA Piper Role Profile

Job Title: General Accountant	
Location: Luxembourg	Reports To: Head of Finance
Direct Reports: -	Travel Required: No
Working Pattern: Full time	Contract Type: Permanent
Role Level: Core	
<p>Role Purpose:</p> <p>As an Accountant at DLA Piper in Luxembourg, you will work in an ambitious organization that is constantly evolving internationally and growing its people to meet the challenges. You will work and interact with internal stakeholders such as Lawyers, HR, IT, Business Development, other departments as well as with colleagues in our international network of offices, external parties such as banks, authorities, and accountants.</p> <p>You are responsible for a wide range of day-to-day operational activities and general accounting.</p> <p>The ideal candidate has a Bachelor level degree in accounting, with at least 3-4 years of practical working experience in an accounting department and the desire to add value to the service offering of the team.</p> <p>Will you add your skills to our Luxembourg team? Please contact Loubna Ajjan at Loubna.ajjan@dlapiper.com</p>	
<p>Key areas of responsibility:</p> <p>Under the supervision of the Head of Finance and while being autonomous in your work your tasks cover but are not restricted to:</p> <ul style="list-style-type: none"> • Booking of day-to-day activities (accounts payables, accounts receivables, cash receipts etc.) and of more complex transactions • Involvement in various internationally driven projects (migration to SAP in Jan 2023 etc.) • Supporting lawyers on Finance related matters • Perform all related accounting functions required to maintain the general ledger in compliance with local GAAP and company policy and procedures • Ensure vendor invoices and check requests are paid in accordance with authorization and approval policies and follow up on invoices not approved • Participation to month-end and year-end closing activities to ensure timely reporting as well as assist with yearly statutory audit • Compile sales tax/use tax information and prepare tax returns (VAT etc.) • Generate balance sheet reconciliations ensuring financial statement accuracy • Prepare fixed asset tracking and reconciliations including monthly depreciation • Develop procedures to improve workflow efficiency and internal controls and support periodic internal audit/compliance reviews • Support the generation of the annual financial statements, prepare documentation for external auditors, and support annual audit process • Project work - cooperation with the GSC in Poland and the resulting implementation of the processes in the Luxembourg Finance Processes <p>The above list is not exhaustive and there will be opportunity to develop your skills depending on your abilities.</p>	
<p>Skills, experience and characteristics:</p> <ul style="list-style-type: none"> • You have a Bachelor in Accounting (or equivalent, e.g. BTS/DUT) with a minimum of 3-4 years' experience in general accounting • You have experience in a commercial or a professional services company • You have a good knowledge of VAT and taxes in Luxembourg • You have excellent knowledge of Excel and experience in SAP is a plus • You have good communication skills, both written and verbal, and are fluent in French and English • You have good time management skills and a high level of accuracy • You are methodical, have a mature disposition and are stress resistant • You are a pro-active team player who can work independently and take ownership as necessary • You are a team player, always willing to help other team members • You have a hands-on attitude and are results-oriented 	

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DLA Piper Luxembourg

DLA Piper Luxembourg is a multi-lingual, culturally sensitive, young, dynamic and growing team. We enjoy the benefits of a global law firm, with the advantages of a human-sized office in Luxembourg. Our team has a wealth of expertise on investment funds, corporate, M&A, banking, finance, capital markets, tax, and intellectual property and technology.

We advise international clients on cross border deals to enable them to take the fullest advantage of the wide-ranging toolbox of investment vehicles offered by Luxembourg as the leading investment center in Europe.

The Firm

DLA Piper is a global law firm with lawyers located in more than 40 countries throughout the Americas, Europe, the Middle East, Africa and Asia Pacific. Our global reach ensures that we can help businesses with their legal needs anywhere in the world. We strive to be the leading global business law firm by delivering quality, service excellence and value to our clients and offering practical and innovative legal solutions to help them succeed. Our clients range from multinational, Global 1000, and Fortune 500 enterprises to emerging companies developing industry-leading technologies, as well as government and public sector bodies.

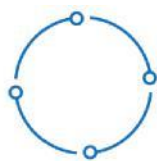
Our Values

In everything we do connect with our People, our Clients and our Communities, we live by these values:



Be Supportive.

We care about others, value diversity and act thoughtfully.



Be Collaborative.

We give, we share and we join in.



Be Bold.

We stand tall and challenge ourselves to think big.



Be Exceptional.

We exceed standards and expectations.

Diversity and Inclusion

At DLA Piper we are working hard to ensure that our talent pool is diverse. For us, diversity isn't just about visible differences, it's the unique blend of talents, skills, experiences and perspectives that makes each of us an individual.

We know it's crucial to have a culture and environment where those differences are genuinely valued and that's why we strive to be a business where everyone can thrive, develop and succeed based on their talent. Our aim is to build an inclusive and supportive culture where all our people feel they belong and can achieve their best.

We support anyone with a disability or long-term health condition to ensure they have the opportunity to perform at their best. If you have not done so already, please let us know if you require any support so we can make the right adjustments and considerations should they be required.

Agile Working

We recognise that people have responsibilities and interests outside of their career and that as a business, we all benefit from working flexibly. That's why we are open to discussing with candidates the different ways in which we are able to support requests for agile working arrangements.

Pre-Engagement Screening

In the event that we make an offer to you, and where local legislation permits, we will conduct pre-engagement screening checks that may include but are not limited to your professional and academic qualifications, your eligibility to work in the relevant jurisdiction, any criminal records, your financial stability and references from previous employers.