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**Overview**

**Linklaters LLP** is a global law firm with 30 offices in 20 countries. Our worldwide operations comprise more than 5,300 people and provide access to market-leading practices and experts in all key practice areas. **Linklaters LLP** advises the world’s leading companies, financial institutions and governments on their most challenging transactions and assignments

Joining **Linklaters LLP** will give you the opportunity to work alongside talented lawyers and colleagues throughout the world who are determined to deliver results and solutions. With offices in major business and financial centres, you will participate in delivering an outstanding service to our lawyers and clients anywhere in the world.

In order to reinforce our Luxembourg mainstream corporate team, we are currently looking for a full time or part time:

**Billing Support Coordinator**

**Key Responsibilities**

Manage opening of new matters for lawyers

Generating, controlling, and distributing monthly proforma invoices

Review of proforma invoices, reconciliation, and implementation of client’s instructions

Review of draft bills with lawyers and partners

Providing analysis for work in progress

Sending approved bills to clients

Submitting invoices through e-billing platforms

Follow-up with invoicing process and client’s queries

**Qualifications and Skills required**

Bachelor’s degree in Accounting

Fluent in French and professional proficiency in English

A first successful experience in a similar role would be an asset

Excellent organisational skills with ability to prioritise tasks and manage conflicting priorities

Strong teamwork, communication skills and respect for confidentiality

Good knowledge of MS Office and familiarity with relevant computer software (e.g. DTR and NIM tool)

**We offer you**

The opportunity to work for an ambitious firm with a clear sense of direction

Intellectually challenging and rewarding work

Top-quality training and career development

A competitive remuneration package

A network of offices to provide you with the high standards and consistency you require across the Americas, Europe, Asia and the Middle East

If this opportunity is the challenge you are looking for, please apply online.

For any further information, please visit our [website](https://www.linklaters.com/en/locations/luxembourg) or [Facebook](https://www.facebook.com/Linklaters-Luxembourg-1078838185474639/) and [Linkedin](https://www.linkedin.com/company/linklaters-luxembourg) pages

**Confidentiality guaranteed**