

Great change is here.

**Linklaters**



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Are you ready?

## **Finance Assistant (m/f)**

### **Do you value teamwork and strive for excellence?**

You can become a key team member of Linklaters LLP in Luxembourg as a Finance Assistant and you will discover an ambitious firm with strong leadership and a shared direction. Joining Linklaters will give you the opportunity to work alongside talented 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.

Under the supervision of the Finance Manager and together with the other members of the finance team, you will be responsible for:

- Generating draft and final bills and other billing-related processes, in collaboration with our lawyers and our secretaries;
- Providing support to the Revenue Controller for debts collection;
- Providing support to the Finance Manager and to the Finance Advisor for finance transactions, weekly and monthly reporting, budget and ad-hoc analysis;
- Dealing with enquiries and queries, and providing a first point of contact for people across the practice areas.

### **Qualifications and skills required**

- Bachelor's degree in Accounting, Economics or Finance;
- Excellent organisational skills with ability to prioritise tasks and manage conflicting priorities;
- Strong teamwork ethic, communication skills and respect for confidentiality;
- Fluent in French and professional proficiency in English;
- Good knowledge of MS Office;
- A first successful experience in a similar role would be an asset.

### **We offer you**

- A multicultural and international work environment;
- Intellectually challenging and rewarding work;
- Top-quality training and career development;
- A competitive remuneration package.

### **Thrilled by this opportunity?**

If this opportunity is the challenge you are looking for, please apply on our website:

For any further information, please visit our [website](#) or [Facebook](#) and [LinkedIn](#) pages.

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**Linklaters LLP** is a signatory of **The Diversity Charter Lëtzebuerg** and is an equal opportunity employer committed to diversity & inclusion.