



TS&P is looking for a Financial Assistant

TS&P is a boutique law firm providing bespoke high-quality corporate and tax advice, while always considering practical and commercial aspects. This tailor-made advice is achieved with the support of an experienced team whose members have been working together for over a decade, creating strong and enduring client relationships built on trust. The team owes its long-lasting success and global market recognition to its unique common mind-set.

TS&P offers a healthy, stable and dynamic work environment and attractive conditions.

Responsibilities:

- Prepare and follow-up client records (CRM)
- Prepare reporting on project and fee status
- Prepare invoices and follow-up
- Organise expense reporting
- Close collaboration with the company's accountants
- Assist management in preparing controlling reports

Requirements:

- Perfect command of MS Office (Outlook, Word, PowerPoint, Excel, Teams)
- Highest working standards and good organisational skills
- Ability to work autonomously as well as in team
- Ability to multitask and to work within deadlines
- Attention to detail and accuracy, efficiency and flexibility
- Initiative and proactive spirit

Qualifications:

- A degree related to accounting or similar education with a focus on accounting or 2 years of relevant working experience
- Fluency in (i) both English and French or (ii) both English and German
- Luxembourgish or any additional language or experience will be considered as an asset

Should you wish to join our team, please submit your application by email with a cover letter and resume to: contact@tsp.law