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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 Investment Funds 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**

 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**