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 support our Luxembourg Finance team, we are currently looking for a long-term temporary contract (13 months):

**Billing Assistant (m/f)**

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
* Dealing with enquiries and queries, and providing a first point of contact for people across the practice areas

**Qualifications and skills required**

* Degree in Accounting
* 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 more information on our firm, please visit our website [**www.linklaterscareers.lu**](http://www.linklaterscareers.lu)and follow us on [**Facebook**](https://www.facebook.com/Linklaters-Luxembourg-1078838185474639/)and [**LinkedIn**](https://www.linkedin.com/company/linklaters-luxembourg)**.**

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