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## Finance Officer

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**August 2024**

### About us

We are proud to be a leading offshore law-firm led professional services business, advising many of the world's leading financial institutions, corporations, public organisations, private equity houses and investment funds, as well as ultra-high net worth individuals and family offices.

We believe in inclusive workplaces where everyone feels seen, heard, valued and respected. We have a strong sense of common purpose, where all our people are clear about our goals and the role they can play in achieving them. We pride ourselves in providing accessible development opportunities to all our people in a team-spirited environment, where everyone feels like they belong and can thrive.

If you would like to join an ambitious and forward thinking firm whose **inclusive culture** and **values** recognise that its people are fundamental to its success, we would love to hear from you.

### About the role

Joining our global finance team, you will work closely with the Financial Controller and Finance Officers in delivering day-to-day financial administration support to Mourant in Luxembourg. Key duties will include:

- Accurate recording of all Supplier invoices, staff expenses and other charges in the financial accounting system to ensure all outward payments are made within the agreed timeframes.
  - Issuance of client invoices and following up to ensure prompt payment.
  - Accurately and timely receipting of incoming funds and completion of daily/monthly bank reconciliations.
  - Preparing VAT submissions, Tax and regulatory returns.
  - Responsible for overall bookkeeping, monitoring, and maintaining the integrity of the financial ledgers.
  - Assisting with budget formation and forecasts
  - Monthly preparation of Management accounts and trial balance for Group submission
  - Liaising with the wider finance team and auditors and assisting in year end closing and audits.
  - Management and resolution of day-to-day queries
  - Adhering to Finance policies and procedures (as well as group) and ensuring they are kept up to date.
  - Delivering a consistently high quality of service to internal and external clients
  - Keeping updated with relevant industry and regulatory changes impacting the role.
- Liaise with the Financial Controller in identifying, preparing, and reporting required monthly cashflow and reconciliations

### About you – essential requirements

- Good knowledge of accounting and financial administration principles, including LuxGAAP, Social security, VAT and Tax returns experience.
- Excellent computer skills including MS Office Excel (pivot tables and basic formulas etc).
- Pro-active, service-minded and team spirit.
- Strong organizational skills.
- Excellent written and verbal communication skills in French and English.
- Thorough, highly accurate with good attention to detail.
- Excellent communication skills with the ability to liaise with both finance and non-finance professionals.

- Experience using a practice management system would be advantageous (Elite 3e, Elite Enterprise or Viewpoint).
- Similar experience in an international professional services firm would be beneficial.

### **What's on offer**

- A corporate culture that combines a high-quality customer service with a real emphasis on people and teamwork
- A dynamic, entrepreneurial and fun environment with an international dimension
- A multicultural environment where we promote diversity, talent & ideas;
- The ability to work and interact with a wide variety of specialists;
- Internal training and career development.

If you would like to join an award winning and forward thinking firm whose inclusive culture and values recognise that its people are fundamental to its success, we would love to hear from you.

We are committed to providing an inclusive and barrier-free recruitment process. If you need this job description or the application form in an alternative format, or if you would like to discuss the recruitment process with our recruitment team, please email [recruitment@mourant.com](mailto:recruitment@mourant.com).

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*Note to applicants: Background screening requirements for this role will include a European credit check and criminal record check. Background screening will only be initiated for a successful applicant once a contract of employment has been signed.*

*Note to agencies: we have instructed selected agencies on our opportunities. Speculative agency CVs will not be considered at this time.*