

Luther Luxembourg:

Luther in Luxembourg is a leading business law firm that was established in 2010. Relying on its international network, the firm's multilingual professionals advise domestic and international clients across numerous practice areas, particularly Corporate/M&A, Banking and Finance, Dispute Resolution, Investment Management, Employment, and Real Estate.

Our clients, ranging from multinational corporations, investment funds, financial institutions to private equity firms, have placed their trust in our interdisciplinary legal advice that hits the mark.

Luther employs 420 lawyers and tax advisors and is present in 10 German economic centers and has 11 international offices in European and Asian financial centers.

Luther is a founding member of unyer (www.unyer.com), a global organisation of leading professional services firms that cooperate exclusively with each other.

We are seeking to recruit an Accounting & Paralegal Assistant to sustain the continuous development of the firm's core practice area.

Accounting & Paralegal Assistant (m/f/d) Permanent Employment Agreement – Full time

Your tasks:

- issue and follow-up regular WIP reporting ;
- ensure accurate & timely client invoicing in close cooperation with the partners;
- participate in the collection of receivables;
- process general bookkeeping entries (vendors, cash and clients);
- perform day to day accounting operations;
- provide assistance to the lawyers in our different legal departments;
- drafting and duplication of basic legal documentation such as corporate deeds, contracts etc.;
- standard translations;
- extensive proofreading of prepared documentation;
- arrange for any publications at the Luxembourg Business Registers (RCS & RBE);
- legalization/apostille of documents;
- global assistance to the litigation department etc.;
- perform daily administrative tasks.

Your profile:

- **Qualification:** advanced Diploma or Bachelor's degree in finance, accounting, or related field;
- **Experience:** at least 3 years of experience as accounting assistant, paralegal assistant or personal assistant in a Law firm, or other professional service firms;

Skills:

- excellent skills in Microsoft Office (Word, Excel, and PowerPoint);
- excellent ability to communicate in a professional context and efficient manner;
- a great sense of team work and ability to liaise with colleagues and service providers;
- autonomous and self-starting individual who can work both on their own initiative and within a team;
- proactive with optimal organisational and time management skills;
- ability to consistently deliver high-quality work in accordance with agreed procedures and paying attention to details.

- **Languages:** fluent English and French (written & spoken).

What we offer:

- an attractive salary package;
- a dynamic and friendly work place;
- flexibility of work (teleworking days, flexibility of working hours);
- participate in external trainings and soft skills as well as organise internal trainings;
- regular team events.

Contact:

If you are ready to take your career to the next level in a multicultural, international and dynamic environment, focusing on work-life balance and continuous improvement, please send your CV and a motivation letter to the following email (lu.recruitment@luther-lawfirm.com) with the BILL-A reference.

Start date: as soon as possible