

### 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 and 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 centres. Luther is a founding member of unyer ([www.unyer.com](http://www.unyer.com)), a global organisation of leading professional services firms that cooperate exclusively with each other.

We are seeking a rigorous **Accounting & Billing Manager** to oversee the financial operations of our firm. The successful candidate will ensure the integrity of financial data and maintain impeccable compliance with professional legal accounting standards.

## Accounting Manager (m/f/d) Permanent Employment Agreement – Full time

### Your duties:

- **Financial Management:** Oversee the general ledger, accounts payable, and accounts receivable. Manage the day to day operations of the department in accordance with internal procedures: timely and accurate bookkeeping (A/P accounting, bank transactions, other entries), manage the workflow related to administrative duties (reports asked by lawyers, audit letters, client/matter opening)
- **Billing & WIP Oversight:** Plan, execute and oversee billing operations to monitor Work-in-Progress (WIP) and ensure timely/accurate issuance of invoices. Organise and manage a strict monitoring of receivable accounts (collection of aged debt, formal notifications, etc.)
- **Management:** oversee, support, coaching and evaluation of the accounting officer
- **Compliance:** assist Compliance Department in data management and processing
- **Process Improvement:** Participate to the optimisation / implementation of the legal practice

### In a later stage:

- **Financial Reporting:** Prepare monthly, quarterly, and annual financial statements in accordance with local GAAP.
- **Tax & Audit:** Prepare and communicate the annual filings, VAT returns, and corporate tax compliance.

### 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](mailto:lu.recruitment@luther-lawfirm.com)) with the BILL-O reference.

**Start date:** As soon as possible

Bangkok, Berlin, Brussels, Cologne, Delhi-Gurugram, Dusseldorf, Essen, Frankfurt a.M., Hamburg, Hanover, Ho Chi Minh City, Kuala Lumpur, Jakarta, Leipzig, London, Luxembourg, Munich, Shanghai, Singapore, Stuttgart, Yangon