

BONN

SCHMITT

Avocats à la Cour

is hiring

An Accountant (M/F), Full-time

Your responsibilities:

- Daily entry of financial transactions for clients and suppliers
- Year-end journal entries leading to the balance sheet
- Preparation of VAT returns and periodic summary statements
- Issuing client invoices
- Monitoring payment schedules
- Tracking incoming payments
- Drafting letters and emails to clients and suppliers
- KYC/AML management
- Filing and archiving

Your profile:

- Fluent in French, English, and German (written and spoken), with excellent spelling; knowledge of Luxembourgish is an asset
- Proficient in computer tools (Microsoft Office: Word, Excel, Outlook...)
- A solid 3-year experience
- Proactive, autonomous, organized, and thorough, with the ability to meet deadlines
- Highly discreet and confidential
- Strong interpersonal skills, team spirit, and a positive, friendly attitude are part of your personality
- Familiarity with Avonca and Bob 50 software is considered an asset

We offer:

- A modern working environment, a dynamic and committed team, a positive and supportive workplace atmosphere
- A full-time, permanent contract
- A planned start date in April 2025, or to be agreed upon

If you are interested, please send your application, your cover letter and your resume by post to the following address:

BONN & SCHMITT

Ressources Humaines

148, Avenue de la Faïencerie

L-1511 Luxembourg

BP 522 L-2015 Luxembourg

Or by e-mail: humanresources@bonnschmitt.net