

## Career Opportunity

Centralis Group is a market leading outsourced corporate services provider. Founded in 2006, Centralis is headquartered in Luxembourg with offices in France, Ireland, Hungary, Romania, Switzerland, The Netherlands, the UK, the USA, Barbados and Cayman Islands. The group also has a Canadian desk.

Today, Centralis employs over 140 highly experienced, multilingual professionals across all our jurisdictions. Our team has been selected from a diverse background, focusing on financial, investment and legal professionals with an exemplary client services track record. With such a wealth of international experience, we are able to deliver a bespoke suite of corporate, treasury and administrative services to our clients.

### Client Services Junior Accountant (m/f)

We are currently recruiting a **Client Services Junior Accountant** for our Luxembourg office. The successful candidate will demonstrate an eagerness to learn and have a flexible approach to their work.

Within a team, you will have the following responsibilities:

- Handle day-to-day operations of client companies
- Liaising with clients, auditors, banks etc.
- Bookkeeping and reconciliation of the accounts
- Administration and preparation of financial statements as well as consolidated accounts
- Preparation/review of management reporting
- Preparation/review of corporate tax and VAT returns
- Preparation of corporate/legal documents (Annual General Meetings, Board Meetings included)
- You will report to an Assistant Manager / Manager

Your skills:

- A bachelor's degree or equivalent in accounting, finance or economics
- A first professional experience of at least 2 years in accounting in domiciliation of companies, fiduciary or PSF
- Excellent oral and written communication skills in English, any other language will be an advantage
- Experience of Microsoft Office (Word, Excel, Outlook) and accounting software (preferably BOB)
- Strong organizational skills
- Flexibility, pro-activity with can do attitude
- Strong motivation to work in a quickly growing, dynamic and challenging environment

Please send your application letter, together with your curriculum vitae, in English, by email to [jobs@centralis.lu](mailto:jobs@centralis.lu)

For further information about Centralis, visit us at [www.centralisgroup.com](http://www.centralisgroup.com)