

Career Opportunity

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

Today, Centralis employs over 160 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.

Internal Accountant (m/f)

We are currently recruiting an **Internal Accountant** for our Luxembourg headquarters. The successful candidate will demonstrate an eagerness to learn and have a flexible approach.

Working within the finance function in a young, international environment, you will have the following responsibilities:

- Handle the accounting operations of subsidiary corporations, especially their control systems, transaction-processing operations, and policies and procedures
- Bookkeeping and reconciliation of the accounts, particularly intercompany balances
- Assist with the annual budget preparation
- Ensure that accounts payable are paid in a timely manner
- Ensure that accounts receivable are collected promptly
- Ensure that periodic bank reconciliations are completed
- Administration and preparation of financial statements
- Assist with the annual audit of group companies
- Preparation and tracking of payments
- Cash-flow management
- Preparation of corporate tax returns / VAT returns
- You will report to the Head of Accounting & Financial Reporting

Your skills:

- Minimum BAC+3/4 or equivalent in accounting, finance or economics
- Minimum 3 years professional experience in accounting
- Excellent oral and written communication skills in English
- Experience of Microsoft Office (especially Excel) and accounting software (preferably BOB)
- Strong organizational skills
- Flexibility, pro-activity, presentable with can do attitude
- Strong motivation to work in a fast growing, dynamic and challenging environment
- Valid work permit for Luxembourg

What we offer:

At Centralis, we work in a dynamic, human-size, multi-cultural environment. We attach great importance to the personal fulfilment and professional development of our employees. We offer you an interesting and rewarding job, an attractive salary package and a number of benefits, including training support and flexibility.

Please send us your application letter as well as your curriculum-vitae in English with the reference by email to jobs@centralis.lu

For further information about Centralis, visit us at www.centralisgroup.com