

PwC Legal (Formerly MNKS) is a highly reputable top-tier firm based in Luxembourg. We provide high quality legal solutions to major international and domestic clients and combine our tailored expertise with a truly global and cross-competent approach. Our team is widely recognized for its innovative and business-oriented approach, its team spirit and strong core values.

We are currently looking for an experienced Secretary-Accountant (One year Fixed-term contract renewable) / Secrétaire-Comptable (CDD 1 an renouvelable)

Your Mission:

The role, reporting to our Finance Manager, consists in ensuring the integrity of accounting information with the responsibilities to include:

- The management of our accounts receivable including customer billing and collecting unpaid bills;
- The management of our accounts payable / suppliers invoices including the collection of information, preparation of payments, posting and reconciliation of accounts;
- Bank account reconciliations, checking incoming and outgoing operations;
- Carrying out various administrative tasks;
- And the monitoring and management of internal accounting tables.

We offer:

From the moment that you join our team we aspire to make your employment an outstanding and engaging experience by offering:

- An attractive salary package;
- Training and opportunities for progression within our firm; and
- A friendly work environment that invites you to increase your experience and knowledge, and allows you to continue your professional development. In this regard, your technical ability, adaptability and sense of customer service will be complemented by our in-house training methods.

The candidate should:

- Have a university degree in accounting or business management (minimum BAC or equivalent);
- Have a fair command of accounting principles;
- Have minimum 2 years' experience in a Finance department (ideally in a service company);
- Demonstrate excellent attention to detail as well as communication and interpersonal skills;



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- Have exceptional organisational skills in order to deal with an important volume of tasks while ensuring work is completed to the highest quality;
- Have the ability to work with deadlines;
- Be capable of learning quickly and working as part of a team;
- Have a good command of French, English and MS Office tools (particularly Excel).

If you feel that you match our specific current recruitment needs, please send your application to: [**recruitment@mnks.com**](mailto:recruitment@mnks.com)

All applications will be treated in the strictest confidence.

Only candidates who are EU nationals or currently hold a valid Luxembourg work permit can be considered for this position.