



ACCOUNTING OFFICER

Banque Havilland, a well-established wealth management group, offers services to both private and institutional clients, who can benefit from the advantages of a robust banking platform located across seven financial centres. The Bank is committed to providing clients with a highly personal and professional service in all aspects of its operations. The success of this strategy is ensured through our team of highly dedicated employees who contribute to a strong service and client oriented culture.

We are currently looking for an **Accounting Officer** to join our head-office located in Luxembourg.

The employee executes and controls administrative and accounting tasks related to suppliers and the accounting of other general expenses or assets related to the Bank and its employees.

Key responsibilities

The employee's main responsibilities are :

- Process invoices, record payments and track expenses of the Bank
- Cross-check each expense with the corresponding invoice to ensure that the billing is accurate (general and analytic accounting)
- Booking of salaries
- Issuing of invoices and follow-up on their payment
- Process refunds
- Follow-up on providers' terms and conditions
- Execute the accounting part of the SLA's with the affiliated entities
- Respect of the internal procedures when it comes to approval of expenses and invoices
- Propose process updates and continuous improvements

Other tasks

- Ensure a validation/payment on due time
- Follow-up on pending invoices
- Management of prepaid or to be paid cost for BH UK
- Issuing invoices and follow-up on their payment (BH UK)
- Liaise with internal and external stakeholders
- Perform administrative tasks linked to SLA's
- Help other finance colleagues during peak period (short/medium term lack of resources)

Requirements

- Degree in accounting (BAC + 2/3) or equivalent experience in banking accounting
- Minimum 1 year experience in banking accounting
- Knowledge of LuxGaap
- Understanding of banking flows
- Knowledge of VAT
- Use of office tools
- Capability to use database tools is a plus
- Fluent in English and French
- Communication skills to represent the team to internal stakeholders or external providers
- Attention to details
- Time Management

The salary package offered will be commensurate with your professional expertise and experience. This position is available **immediately**. This is a unique and potentially career-defining opportunity for the candidate with the right spirit and experience.

If you are interested in taking this challenging opportunity please send your application (cover letter, CV, supporting references) to the following e-mail address: **careerbh@banquehavilland.com**.

Only shortlisted candidates will be contacted by our HR team.

The personal information you provide in your job application will be treated confidentially at all times and will be processed in accordance with the applicable data protection law, in particular the General Data Protection Regulation (GDPR).

In compliance with the law of 23rd July 2016, the selected candidate will be requested to provide a criminal record (section 3).

We are an equal opportunity employer, who believes that diversity is good for our people and our business. As such, we welcome applications from candidates without regard to their gender, age, racial or ethnic origin, religion or beliefs, sexual orientation/identity or disability.