

Finance Internship (6 to 12 months)

Banque Havilland offers traditional Private Banking Services to High Net Worth Individuals and Families across the globe. 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.

The Bank's aim is to enable individuals and families' wealth to safely thrive, to help them fulfil their goals and realise their ambitions for themselves and for the next generations.

We are currently looking for an **Intern (6 to 12 months) as from 1 December 2023 (subject to mutual agreement)** for our **Finance department** in Luxembourg.

No specific prior experience is required, as the internship will begin with an on-the-job training. This is a unique and potentially career-defining opportunity for the candidate with the right spirit and motivation to learn and who is looking to acquire work experience in the financial control area.

Our Finance team is highly motivated about all the activities they are in charge, and we are looking for a dedicated student to complement our committed team.

By working in a small team that operates in a dynamic environment, you will be exposed to various and challenging tasks within the Financial control area and you will be able to learn and gain valuable knowledge from the team members.

The internship is remunerated.

Key responsibilities

- Support in the preparation of daily flash reports
- Support in the preparation of periodic monthly reports on profitability, cost, business activity, KPI
- Support in the preparation of standard reports to subsidiaries and control of figures
- Support in the gap analysis between actual and budgeted figures
- Verify data quality and identify any inconsistencies
- Provide support for the review and necessary updates of the policies & procedures

Minimum profile requirements

- Student who is currently in or has a Master's degree;
- Be available for 6 to 12 months, with an internship agreement linked to the university or a voluntary internship;
- Be honest, curious, collaborative and motivated;
- Pay attention to details and be able to see the big picture;
- Communicate clearly and confidentially;
- Proficiency in MS office;
- Fluency in English is mandatory.

We offer

Located in bright and modern offices in Kirchberg-Luxembourg City, Banque Havilland was founded in 2009 and currently employs around 200 employees from all over the world. The Bank has presences in Monaco, Liechtenstein, London, Dubai, and Zurich. We offer a pleasant and collaborative working atmosphere in a truly multicultural environment.

We believe that diversity & inclusion contribute towards increasing the collective performance of the bank. We are committed to creating a culture of inclusion that encourages individual development with equal opportunities for all.

We value empowerment, fairness, integrity and diligence, and your personal development is our priority.

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).