

Junior Liquidation Officer (M/F)

mebs provides independent governance solutions to the financial sector including compliance support, focusing primarily on investment funds and investment fund managers, both in the traditional and alternative sectors.

In the context of developing its business, mebs is recruiting a Junior Liquidation Officer to assist mebs' Liquidation Department and its clients.

Your key responsibilities:

As a member of mebs' team, you will assist us in, *inter alia*:

- Preparation of the liquidation accounts and maintenance of the accounting records in Excel;
- Monitoring of assets and liabilities;
- Weekly cash reconciliation with custodian(s);
- Monitoring of invoices;
- Preparation of payment instructions (invoices, FX, boni,...);
- Support in the liquidation budget;
- Liaise directly with stakeholders (client, central administrator, depository bank, the CSSF and others);
- Assist in the review of the VAT and corporate tax returns;
- Support the liquidation process until closure (audit, drafting of General Meetings, resolutions and others).

Your profile:

- You have successfully completed a degree in Business Law, Business Administration, Finance or Economics;
- You are motivated to master the Luxembourg Funds Industry, its legal and regulatory environment;
- You are self-motivated, proactive, rigorous, structured and reliable work methodology;
- You have an excellent analytical, critical thinking and problem solving capabilities;
- You have an excellent team spirit, availability and flexibility;
- Fluency in English (German, French and/or any other European languages is/are considered an asset);
- You have good command of the Office package;
- You have at least 2 years experience in the fund accounting industry in Luxembourg.

The opportunity:

- To be part of an international, highly motivated and results driven team;
- To work in a collaborative working environment in a human-sized company;
- To enjoy taking on responsibilities at an early stage;
- To benefit from training opportunities.

Position and reporting in the organization:

- You will be placed under the direct supervision of the Liquidation Manager of the Company.

The position is available **immediately**. If you are interested in this position and meet the job requirements, please apply by email to Human Resources Department: hr@mebs.lu

Please note that only shortlisted candidates will be contacted by our HR team.

mebs is an equal opportunities employer and is committed to diversity in the workspace.

mebs conducts background checks on individuals offered employment with the company and employment with **mebs** is conditional upon individuals successfully completing these checks.

In compliance with the Law of 23 July 2016, the selected candidate will be requested to provide a criminal record.