

Senior Liquidation Officer (M/F)

mebs provides independent governance solutions (independent directors, conducting officers, compliance function and risk management function), 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 Senior 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*:

- Manage a portfolio of liquidation mandates, under the supervision of the Liquidation Manager and of the concerned liquidator;
- Manage the team of liquidation services;
- Monitor the liquidation processes, in cooperation with relevant stakeholders and service providers (e.g. initiator, portfolio manager, central administration, depositary, approved statutory auditor, legal and tax advisors, CSSF, etc.);
- Draft or review liquidation budgets, cash reconciliations, payment instructions, VAT and tax returns, liquidation accounts, liquidator report;
- Draft or review liquidator resolutions, convening notices to general meetings of shareholders;

Your profile:

- You have successfully completed a degree in Business Law, Business Administration, Finance or Economics;
- You have a 2-5 year experience in audit, fund accounting, legal function within the asset management industry;
- You are motivated, proactive, rigorous, structured and have a 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.

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.