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## JUNIOR ACCOUNTANT

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### Who is Maprima Luxembourg

Maprima Luxembourg – a member of the Maprima Group – is a dynamic and innovative corporate service provider with a local footprint and a global network. Our Group has offices in the Netherlands, Belgium and Luxembourg.

We assist entrepreneurs, investors and their advisors from all over the world managing their international structures by providing top notch accounting and corporate services as well as administrative support.

Our clients and partners appreciate our approach and our business is growing.

Do you want to know more about us and our activities? Go to [www.maprima.com](http://www.maprima.com)

### Job Description

We are looking for a junior accountant to join our accounting team.

As Junior Accountant, you will be the main support of our Relationship Managers, senior Accountants and Partners, who will rely on you for all the financial and tax accounting matters of clients' companies. You will therefore:

- Take care of the day to day accounting and administration of a portfolio of companies;
- Manage invoices, payments and reconciliations;
- Prepare financial statements and interim financial reports;
- Prepare Corporate Tax and VAT returns;
- Be in contact with other local and international service providers and advisors (banks, auditors, tax lawyers, etc.)

### Your profile

If you are passionate (and know) about accounting and finance, and if you are looking forward to simplifying the lives of entrepreneurs worldwide by managing their accounting and producing meaningful and helpful financial information, then you probably have what it takes.

We might also require:

- A bachelor or a degree in accounting, economics or finance;
- Proficiency in English. Knowledge of French, German and any other language is welcome;
- Knowledge of BOB50 accounting software (or willingness to learn fast);
- Any experience in a fiduciary, a trust company or a similar position is appreciated but not necessary



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We also expect potential candidates to be reliable, flexible and social team workers, have excellent communication skills, and know how to use basic tools such as MS Office.

### **What we offer**

We foster a challenging and dynamic environment, with lots of opportunities to make a difference and learn hard and soft skills on the way.

We also offer candidates a career in a growing company with a lot of potential. This includes training and life-long learning opportunities.

Last but not least, we reward our staff with yearly bonuses, promotions and raises based on merit and performance.

Are you interested by this opportunity? If so, please send us your CV and tell us about your drive and motivation (in English, please) - [info.lu@maprima.com](mailto:info.lu@maprima.com)

