

Fund Accounting Internship (f/m/d)

Role Location: Luxembourg – city center

Department: Accounting

Employment Type: Fixed - Internship

About Apex

The Apex Group is a global financial services provider with 4,000 staff across 40+ offices globally. We look to recruit bright, articulate, and numerate employees who are not afraid of a challenge and are prepared to work hard and love what they do.

Every employee plays a part in making Apex who we are today and the more that we grow, the more important that becomes. Whatever your career path or specialism Apex provides a global platform to allow you to thrive.

Job Specification:

Within one of our Business Units, you will assist with the administration of a portfolio of international clients.

Your main responsibilities will include the following:

- Support a Senior Accountant in charge of a portfolio of international clients;
- Assist in accounting and closing entries;
- Assist in reconciling bank accounts;
- Help with the preparation and/or review of periodic management reporting;
- Assist in transaction monitoring as foreseen by the policies and procedures;
- Support with maintaining close relationships with clients/intermediaries and local authorities.

Skills Required

- Pursuing an university (BA/MA) degree in Accounting (or equivalent);
- Nice to have: few months of relevant professional experience in Accounting, preferably in a fiduciary or Big 4 company;
- Knowledge/ willingness to learn IFRS and GAAP standards and reporting.

- A commitment to provide a high-quality service;
- Well organized and able to meet the deadlines in a fast-paced environment;
- Excellent inter-personal skills in dealing with both clients and colleagues;
- Good working knowledge of Microsoft Office, especially Excel;
- Very good level in English is mandatory (French or German is considered an asset);

What you will get in return:

- A genuinely unique opportunity to be part of an expanding large global business;
- Exposure to all aspects of the business, cross-jurisdiction and to working with senior management directly;
- Training and development opportunities;
- Multinational work environment with challenging tasks.

Additional information

We are an equal opportunity employer and ensure that no applicant is subject to less favourable treatment on the grounds of gender, gender identity, marital status, race, colour, nationality, ethnicity, age, sexual orientation, socio-economic, responsibilities for dependants, physical or mental disability. Any hiring decision are made based on skills, qualifications, and experiences.

We measure our success as a business, not only by delivering great products and services and continually increasing our assets under administration and market share, but also by how we positively impact people, society, and the planet.

For more information on our commitment to Corporate Social Responsibility (CSR) please visit <https://theapexgroup.com/csr-policy/>

If you are looking to take that next step in your career and are ready to work for a high performing organisation, alongside talented people who take pride in delivering great results, please submit your application (with your CV, cover letter and salary's expectations – please note that applications without this information unfortunately cannot be considered) to our dedicated email address: cspc-lux-recruitment@apexfs.com

All applications will be treated as strictly confidential.