

Corporate Services Trainee - Luxembourg

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Company: Alter Domus

Location: Luxembourg

Category: other-general

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Location:

Luxembourg, LU

We are Alter Domus. Our name means “The Other House” and we’re a world leading provider of integrated solutions for the alternative investment industry. We believe in being different. Here, you progress on merit, not who you know. You speak openly, whoever you’re speaking to. And it’s your freedom to decide which cutting-edge kind of finance professional you want to be. Join more than 5,100 fund administration, accounting, tax, loan administration and legal experts worldwide and take pride in being alternative. For our office in Luxembourg, we are currently looking for a **Corporate Services Trainee**. We offer a dynamic and international corporate atmosphere as well as the benefit of customized training adapted to your needs throughout your career.

OUR OFFER :

Several internship opportunities of at least 4 months in duration with the possibility of recruitment for a full-time position upon completion of the internship

Customized training within a young, dynamic, international corporate atmosphere

Financial compensation as well as meal vouchers during the internship

YOUR FUTURE RESPONSIBILITIES

As a Trainee with Alter Domus, you will be responsible for a portfolio of clients and will work as part of a team to achieve and meet their needs. Specific responsibilities include the

following:

Assisting clients in implementation and administration of Luxembourg holding companies, financing and intellectual property companies, and real estate companies

Handling the day-to-day operations of companies and responding to clients' requests

Keeping company books and preparing periodic reports

Preparing statutory financial statements and maintaining contact with auditors when applicable

Preparing corporate and VAT returns and maintaining relevant contact with the Luxembourg tax authorities and tax advisers

Taking part in developing restructuring plans or other transactions in compliance with recommendations of the local regulatory body, including spin – offs, mergers and acquisitions

Assisting with the organization of board meetings and shareholders meetings

YOUR PROFILE :

What we'll look for on your CV:

Strong academic background

You are pursuing final year of University degree, preferably in Accounting & Finance.

You are fluent in English (knowledge of French and/or German will be considered as an asset)

You are looking for an End-of-Studies Internship

Your institution is able to provide an Internship Agreement for the whole duration of your traineeship

What will make you stand out in a crowd:

You have good communication skills and a strong team spirit

You are independent, pro-active, detail-oriented and goal-driven

You are able to meet tight deadlines

You demonstrate problem solving, analytical and prioritisation skills

#LI-HYBRID #LI-EP1

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