

Atoz is a high-end independent advisory firm offering a comprehensive and integrated range of tax and financial advisory services.

We are a firm of seasoned partners and hand-picked professionals from top global firms. Our team has in depth experience in serving the most demanding clients. We advise on and deliver solutions for sophisticated local and global players.

Through Taxand, Atoz has relationships with specialized firms in all major jurisdictions and can deliver rapid and accurate advice on international transactions.

The collective industry expertise of our professionals includes local and global companies in the following sectors: Airline, Banking, Capital Markets, Communications, Consumer Goods & Services, Energy, Financial Services, Insurance, Media & Entertainment, Real Estate, Steel and related products, Private Equity, Venture Capital.

Our areas of expertise include corporate and international tax, indirect tax, corporate implementation and compliance services, corporate finance and structuring.

In order to support our expansion, we are currently looking to recruit a junior associate in our international tax reclaims team in Luxembourg. We are a global leader and have more than 10 years of experience managing tax reclaims on behalf of US, Canadian and UCITS funds. Our Taxand team has assembled an experienced team of litigation lawyers and tax advisors across 12 EU countries.

In this project, ATOZ acts as the central and leading Taxand firm. The aim is to enable the client to have only one key contact and contracting party to manage its EU WHT claims.

Junior Associate in our tax reclaims team (M/F)

Your main responsibilities

- To manage for US and EU clients administrative and court procedures in multiple EU countries in view of obtaining withholding tax reimbursements
- To supervise the workflow and coordinate work between different countries and clients
- To assure day-to-day follow-up in respect to ensuring contractual and legal client obligations are met
- To create regular financial reports and to be in charge of issuing invoices
- To monitor, analyse and make proposals in respect of emerging jurisprudence around Europe
- To participate in long-term strategic planning

Your profile:

- You are motivated, dynamic, able to work both independently and in a team and are eager to develop strong relationships with clients in an international context
- You demonstrate a strong ability to analyse and summarize information
- You are organised, flexible and able to manage many different files concurrently
- You are detail oriented, self-motivating and willing to take initiative
- You demonstrate strong verbal and written communication skills
- You have a perfect command of English (both oral and written), an assessment to be performed during the recruitment process
- You have a good command of Microsoft applications (i.e. Excel, Word, etc.)
- You are able work under tight deadlines

- At least a 3-year university degree
- Good to have gained a 2 years' experience in bank / fund industry or other equivalent services firm
- Good to have a knowledge of taxation and/or the investment fund industry

We offer:

- An interesting and challenging position in an exceptional and stimulating work environment
- Support in your personal development through well-tailored local and international training
- A competitive remuneration package in line with your motivation, skills and experience
- Exposure to leading edge European law issues
- Working hours ensuring good work life balance in a family-friendly company