Internship in Luxembourg

Company: BI-Invest Endowment Management S.à r.l.
Period: 6 months
Start Date: asap
Location: Luxembourg
Remuneration: app. 1000,- EUR p.m.

Main tasks during internship:
Support with year-end audit activities (confirmations, reconciliations, bookkeeping, and preparation of Financial Statements etc.)
Maintenance of loan database and Company databases
Support with setup/maintenance of internal control processes
Filing and archiving of documents
Research on various company issues
Other tasks

Main skills/requirements:
Advanced bachelor or master student in Business Administration
Good knowledge in accounting
Basic knowledge of companies’ law
Good self-organization
Systematic and accurate worker
Good MS Office knowledge (preferably including MS Access or other database program)
Fluent in English and French

BI Invest Endowment Management S.à r.l.is a Luxembourg based Alternative Investment Fund Manager (AIFM), i.e. a licensed financial institute. Its business is to provide fund management, domiciliation, accounting services and company secretarial services to Luxembourg based companies and Funds used in Private Equity business of the Investindustrial Group (www.investindustrial.com). The Luxembourg office has 13 employees, coming from France, Belgium, Luxembourg, Cameroon and Germany. The internship will allow the person to get a good overview of the business described and the Luxembourg Financial Market.

If you are interested please contact Abdelkader Derrouiche (aderrouiche@bi-invest.com Tel. +352 2609531)