

**MDO Management Company** is a UCITS management company and an Alternative Investment Fund Manager with offices in Luxembourg and Dublin. MDO Management Company services over 70 clients from around the globe and acts as Management Company of over 50 investment vehicles with assets under management exceeding EUR 25 billion.

## Trainee in Finance department

In order to support the Finance & Administration department in a variety of domains such as invoicing, cash collection, accounting, mandates reporting, and some administrative tasks, we are looking for a Trainee for a long term period.

### Your main duties:

You will provide support and assist in the following tasks:

- Accounting support (invoicing, accounting, reconciliation, cash management, etc.)
- Preparation of invoices to be issued to clients of the companies of the MDO Group
- Preparation of periodical reporting
- Support of some VAT returns
- Controlling the suppliers invoices received

You will also:

- Perform some reconciliation duties
- Input some payments and some operations in the accounting system

More generally you will have the opportunity to participate in all tasks performed by our Finance department.

### Your profile:

- You are currently studying in a Bachelor or a Master degree in accounting or similar studies;
- You have good command of the English language;
- You have excellent Excel knowledge ;
- Knowledge of BOB50/Sage and MS Office is an advantage.

### Our offer:

- A young and multicultural environment;
- The opportunity to learn a job in a well-established and growing company in Luxembourg.
- The opportunity to perform a long-term internship in a well-known Management Company in Luxembourg alternating with accounting (or similar) studies

**Interested?** This is your chance to apply now! Please send your application at [hr@mdo-manco.com](mailto:hr@mdo-manco.com).

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