About TMF Group

We help global companies expand and invest seamlessly across international borders. Our expert accountants, corporate secretarial and HR and payroll professionals are located around the world, enabling clients to operate their corporate structures, finance vehicles and investment funds in different geographical locations.

How to Apply?

If you wish to apply, please send your CV and motivational letter to:

www.tmf-group.com/vacancies

tmf-group.com/careers

Are you looking for a new opportunity in dealing with international clients? Are you a team player? Are you looking for opportunities to develop yourself through experience and training? And make use of the many possibilities to grow in a large and international organization with presence in 80 countries? TMF Group in Luxembourg is currently looking for a:

Internship in several areas (Accounting / Legal / Finance / Funds)

Client focused – full time - Luxembourg

Job Purpose:

It's never too early to start thinking about your career. We are currently looking for the next generation of great thinkers. Your chance is to join TMF as an Intern to have the opportunity to work in a global collaborative environment.

You will assist a multinational team of experts with various tasks in one of our departments (Accounting / Legal / Finance / Funds). The aim is to help ambitious students integrate easily into the TMF culture and work environment. Support the other team members during high workload period on various day to day activities.

You will also be given the chance to join TMF after a successful internship with a permanent contract.

Your profile:

- Bachelor’s or Master’s degree in Accounting/ Finance / Economics or Law in the end of studies
- A first experience through a previous internship in a client servicing businesses is considered to be an asset
- Sound organizational skills
- Strong interpersonal and communication skills within a team
- A team player who can work independently as well
- Have a pro-active attitude to problem solving and coming up with solutions as part of own professional development
- Fluent communication skills in English are required. Any other language is considered an asset
- Good knowledge of MS-Office programs

With operations in more than 80 countries providing outsourced compliance services, TMF Group is the global expert that understands local needs.
Key Responsibilities:

Depending on the team you will be allocated to, your responsibilities may include the following tasks:

- Work closely with a team of experienced professionals (Accounting / Legal / Finance / Funds)
- Gain understanding of our different business lines, assess financial and legal requirements of our daily job
- Assist on a variety of tasks of a corporate environment, including preparation of accounting bookkeeping and financial statements as well as business agreements and other legal documents
- Gain understanding of compliance requirements with accounting and regulatory standards
- Assist the Accounting / Legal / Finance / Funds Team with ad hoc tasks or project work
- Contribute to the reporting and financial analysis provided to the Team Leader
- Help to keep the client files in good legal standing by performing basic AML/KYC tasks

Working at TMF Group offers:

- **Excellent working conditions**
- **Learning opportunities**: you will work with highly experienced colleagues who are ready to share their knowledge, and will receive the opportunity to work on diverse and complex client requests. You will also be able to apply for and be supported for training.
- **Value-driven work environment**: you can expect integrity and respect from all your colleagues and your leadership team.
- **Teamwork**: an environment where we learn from our mistakes and work together to improve our processes continuously. A no-blame culture where teamwork is important valued and lived daily.
- **Ambition**: we are a growing company in which we constantly look for the next opportunity and where all ideas are welcome.