

Accounting & Treasury Trainee (M/F/O)

Company:	Assicurazioni Generali SpA – Luxembourg Branch (GEB)	Job Location:	Luxembourg
Reporting to:	Arif Mohmmad, Head of Accounting & Treasury	Business Travels:	N/A
Org. level:	Intern	Working model	Full time in the office WFH/WFA not allowed

Established in Trieste (Italy) in 1831, Assicurazioni Generali SpA is a business with a history. The Generali Group is one of Europe's biggest multiline insurers by market capitalization, and it ranks in the top five insurers in the world by global premium income.

Generali Employee Benefits (GEB) is the business line of Generali Group leader in global employee benefits solutions and insurance services, designed for local and expat employees, consisting of: physical protection (health, accident and disability), emotional support (e.g. prevention of mental health issues), and financial protection (life and retirement).

GEB is a global Employee Benefits platform that helps Multinational Corporates succeed by protecting and enhancing the physical, emotional & financial wellbeing of their human capital. Driven by customer service, innovation, people and knowledge, we are built on an ecosystem of partnerships to support clients on their Environmental, Social & Governance journey. Our presence is truly global (121 countries) and reliable thanks to our 136 trusted local Network Partners, who enable us to provide focused expertise and support to 347 Lifecycle Pooling coordinated multinational programmes (including Global Underwriting) and 57 Captive programmes, with a premium volume of €1.7 billion (YE 2023 figures).

Main responsibilities (non-exhaustive list):

- Management of general accounting (suppliers, customers...) in accordance with the accounting regulations and guidelines (national and international) of the insurance companies
- Inward and outward reinsurance records in the mother-company IT systems: quarterly validating process and technical accounting and control on a consolidated basis and cash flow management, including pool dividend payments and captive balance payment
- Review all month-end closing activities including general ledger maintenance and P&L and balance sheet reconciliations
- Control and reconcile justifications and reimbursements of expenses to employees (both expenses done in cash and with the corporate credit card), including administration of the IT tools used in GEB (i.e. Rydoo)
- Manage the input payments in the system to ensure an accounting system which is adequate and updated continuously and timely payments to providers, insurance partners and multinational clients
- Liaise with bankers (other vendors) to investigate and resolve any issues that may arise in bank transactions to avoid any delay
- Monitor the cash flow situation, make cash request as needed and ensure that treasury balances are reflected into relevant general expenses balances
- Assist in monthly bank reconciliation process and resolve any issues
- Liaise with various internal departments to fulfil any reporting requests from group or other departments
- Support the FAD manager to comply with external auditors' requests (including activities linked to the Dirigente Preposto testing) or any other requests

Profile (skills, experience, diploma and/or professional qualifications...):

- Knowledge of insurance/reinsurance industry is a key and Employee Benefits a serious advantage
- Knowledge of IFRS and Lux GAAP (knowledge of Italian GAAP is a plus)
- Knowledge/previous exposure to SICS, SAP is a plus to run extra mile
- Very good command on Excel and other MS office applications
- Quick learner, proactive and enthusiast

- Willingness to work in a truly dynamic and international environment
- Strong team player able to cope with tight deadline
- Fluent in English and strong preference to Italian and any other language would be considered an asset

Recruitment commitment

Generali Employee Benefits' commitment for recruiting

Generali Employee Benefits is committed to promote equal opportunities in employment. Candidates will receive equal treatment regardless of age, disability, gender reassignment, marital or civil partner status, pregnancy or maternity, race, color, nationality, ethnic or national origin, religion or belief, sex or sexual orientation.

At Generali, we believe that it is our differences that make the difference. At the heart of everything we do, we value the fact that we are all human beings, unique in our own ways, bringing different cultures, lifestyles, mindsets, and preferences. Our commitment is to leverage this Diversity to create long-term value, to be innovative, sustainable, to make the difference for our people, our clients, our partners as well as our communities. We strive to promote a culture where D&I is embedded in how we work and do business every day. All of us around the world are taking actions every day to create an inclusive and accessible workplace, where every person feels empowered to take ownership, to challenge biases and lead the transformation with a human touch.

Generali Employee Benefits endeavours to contact candidates within 14 days of application. However, if you do not hear back after 2 weeks then please assume on this occasion, unfortunately, you have not been successful.

Personal data collected will be strictly used for recruitment purpose only. All unsuccessful applications will be destroyed max. 3 months after this recruitment campaign closing.