



JUNIOR PAYMENT OPERATIONS OFFICER

Looking to kick-start your career in Finance? We've got the perfect opportunity for you!

The Junior Payment Operations Officer will have the chance to support the growth of our business in a fast-changing environment. As part of the Finance Department, you will contribute to how Advanzia provides flexible payment and credit solutions to our customers.

Dive in and get hands-on experience in the world of finance, payment and credit, working for an unconventional digital bank in the heart of Luxembourg!

This opportunity is a 12-month CDD (fixed-term) contract.

ABOUT THE JOB | Your responsibilities

- Assist with daily liquidity and foreign exchange (FX) management, ensuring smooth cash flow operations
- Support payment-related activities, helping to execute and monitor transactions
- Aid in daily reconciliation tasks, maintaining financial records and accuracy
- Follow up on requests from internal departments, correspondent banks and external parties, providing support and assistance
- Contribute to the optimisation of daily operations, identifying areas for enhanced efficiency
- Help with the booking and monitoring of transactions, ensuring compliance with financial and payment standards

ABOUT YOU | Your background, skills and personality

- **Apprenticeship or higher education** in Finance, Business Administration or related field
- First experience in **payment operations or accounting** is a plus (e.g. internship)
- Good command in **Microsoft Excel**, knowledge in **VBA** is an asset
- Knowledge of **SEPA and SWIFT payment solutions**
- First experience in **accounting systems** (core banking systems)
- **Fluency in English** is essential; German or other languages is a plus
- **Collaboration and teamwork:** A natural team player who thrives in a flat organisational structure and actively contributes to the collective success of the team
- **Accountability and integrity:** Takes responsibility for personal performance and acts with honesty and transparency in all areas; good organisational skills
- **Results-oriented:** Focuses on delivering tangible outcomes within deadlines
- **Adaptability and flexibility:** Comfortable working in a dynamic environment, navigating change effectively
- **Transparency and communication:** Clear and direct communication style with a commitment to engage openly and constructively, maintaining open channels and promoting information sharing with colleagues



ABOUT ADVANZIA | **The European digital bank**

*Avanzia Bank's **mission** is to make finance easier and more inclusive by offering simple, smart and user-friendly payment and credit solutions that provide financial flexibility and deliver added value for our customers. Our way of working is guided by responsible lending, open communication and teamwork in cooperation with employees, business partners and customers.*

At Avanzia, we are committed to equal opportunities and embrace diversity as a driving force behind our success. We offer challenging projects in a dynamic, fast-paced environment, along with numerous opportunities for training and development, and a performance-driven bonus structure. Our benefits package includes Pluxee lunch vouchers, employee travel insurance, preferential rates on Avanzia products, as well as transportation and wellness allowances. Our zero-carbon Emerald building is designed to support employee health and wellbeing with various health programmes, access to our gym and after-work sports & social events available to all members of **#TeamAvanzia**.