

European Athletics, based in Lausanne/SUI, organises a large number of high-level athletics events and activities, including this year the European Athletics Championships in Munich during the month of August 2022.

The organisation continues to develop and is now looking for hiring a highly motivated finances professional with a minimum 5 years of experience in Swiss accounting to strengthen its team of professionals. We are looking for a

Finances Coordinator (40-60%)

The position will be a part-time one based at the Head Office in Lausanne, Switzerland. The work language is English (speaking and writing).

Mission and tasks :

Perform a wide variety of accounting tasks in order to ensure an efficient and accurate finance function within European Athletics' Head Office.

To achieve this, in close relation with the Head of Finances and Human Resources, the Finances Coordinator supports accounting operations by filing documents, processes a wide variety of accounting documents such as invoices, employee reimbursements, cash receipts, loans, current accounts, credit card statements and so on.

The Finances Coordinator will also collaborate to prepare reports, budgets and forecasts. All tasks are linked to the Internal Control System of the Association and the preparation of the internal and external audits throughout the year. Other activities may include some administrative tasks linked to Human Resource. To complete his/her tasks, the Finances Coordinator is supported by an apprentice (part time).

European Athletics is looking for someone who has experience and expertise in accounting, great capacities for teamwork, readiness for action and is ready for special efforts. The capacity to keep information confidential is very important in this position.

Real ambassador of the Organisation through his/her behaviour and attitude, he/she actively participates to ensure team spirit, good working environment and contribute to a positive European Athletics' image.

To apply for the position, please send your curriculum vitae and cover letter in electronic form to our Head of Human Resources Sylvain Jolliet (sylvain.jolliet@european-athletics.org).