

**JOB TITLE: Accounting and Administrative Coordinator**

**REPORTS TO: Deputy Executive Director**

**RESPONSIBLE FOR: Accounting and Administration**

**TYPE OF CONTRACT: Full-time**

**WORKING HOURS: 40h / week**

**LOCATION: Nyon, Switzerland**

**START DATE: Position to be filled as early as possible**

The coordinator plays a pivotal role in the office to manage daily office operations, including incoming and outgoing information flows (email, telephone) as well as maintaining the general and financial administration.

The main tasks are to support the Deputy Executive Director in the management of European Aquatics office administration and day-to-day affairs and the accounting and financial matters and corporate affairs.

Collaboration with other departments, stakeholders, and external parties such as auditors and financial advisors is an important aspect of the role.

#### **Office and administration responsibilities**

Further to the tasks requested by the Deputy Executive Director, the following specific office and administration tasks are to be performed autonomously by the Accounting and Administrative Coordinator.

- Maintain office services and supervise office operations and procedures (mailing, correspondence, general office email, filing, supply requisitions, office stationery and office supply).
- Maintain office efficiency by planning and implementing office systems, layouts, and equipment procurement.
- Support the European Aquatics management in logistics, planning, scheduling, monitoring, and reporting of daily operations and events.
- Maintain up to date the European Aquatics flow of information and administrative requests from the officers, keeping in close contact with NF's bureau liaison.
- Share, distribute and follow up on the implementation of office policies and procedures.
- Ensure that European Aquatics regulations and internal policies are deployed and complied with.

- Coordinate from an operational and administrative part the annual European Aquatics Congress, in cooperation with the Deputy Executive Director and the European Aquatics Office staff.
- Maintain up to date the European Aquatics directories:
  - Federation/clubs contacts and e-mail addresses.
  - Registry of contracts (both events and sponsors).
  - Assets registry.
- Provide assistance to corporate activities, like the annual European Aquatics Congress, seminars, clinics and board meetings.

### **Accounting and financial responsibilities**

Under the supervision of the Deputy Executive Director, he/she is responsible, for the following financial tasks:

- **Accounting** - Maintains accurate and up-to-date records of financial transactions, including accounts payable, accounts receivable, payroll and other general ledger entries; ensures that all payments due to European Aquatics are registered, processed and invoiced to the appropriate party in a timely manner and that the receivable is appropriately tracked; verifies, registers and processes all due payments to third parties in the accounting and e-banking systems in a timely manner (e.g., suppliers invoices, salary and collaborations' payments, reimbursements' request, allowances' payments, social contributions' payments...).
- **Financial Reporting** – Performs quarterly and year-end closing procedures (including accruals and reconciliations), prepares regular and ad-hoc financial reports and yearly financial statements in compliance with European Aquatics accounting policies and procedures and with Swiss GAAP (Generally Accepted Accounting Principles) or IFRS (International Financial Reporting Standards).
- **Financial audit support** – Provides support and assistance in preparation for and during the annual internal or external audit by providing necessary documentation and explanations of financial records.
- **Budget preparation and monitoring** - Provides support for the analysis of expenditures and revenues and in creating budgets and forecasting future financial performance to aid in decision-making.
- **Financial analysis support** - Provides and extract financial data needed to identify trends, discrepancies, and opportunities for improvement in financial performance.

- **Accounting systems' management** – Responsible for functional maintenance of accounting software and other systems to manage financial data efficiently and accurately.
- He/she is responsible for the financial administration of transfers of Water Polo players, under the direct guidance of the Water Polo department.

### **Qualifications, experience & personal characteristics**

- **Education** - Undergraduate degree in accounting, finance, economics, or a related field. Master's degree (e.g., MBA, Master of Accountancy) will be considered an advantage.
- **Professional knowledge and certification** - Knowledge of Swiss GAAP or IFRS accounting standards, and familiarity with Swiss banking and financial regulations Certifications such as Swiss Certified Public Accountant (CPA) or other internationally recognized qualifications, e.g., Association of Chartered Certified Accountants (ACCA), Chartered Financial Analyst (CFA), will be considered an asset.
- **Work experience** - 2-5 years of relevant experience in accounting, finance, or a related field. Experience in Swiss financial regulations will be considered an advantage.
- **Technical skills** - Proficiency in working with and maintaining financial software and systems. Highly proficient in excel and able to work with other Microsoft standard software.
- **Analytical skills** - Strong analytical skills to interpret financial data and ability to provide financial reports and recommendations to senior management.
- **Problem-solving skills** - Capable of identifying issues, developing, and recommending solutions, and implementing improvements in financial operations and systems.
- **Language** - Fluent in oral and written English. Knowledge in oral and written French will be considered an asset. Any additional European language will be considered an advantage.
- **Ethical standards** - Adherence to high ethical standards and understanding the importance of confidentiality, especially when dealing with sensitive financial information, is mandatory for the role. Shows integrity and fairness.
- **Communication & interpersonal skills** - Proven strong communications and interpersonal skills are essential for effectively managing tasks and collaborating across departments. Ability to research, analyse and present material clearly and concisely.

- **Adaptability and flexibility** - Being adaptable to different business practices, regulations and situations is crucial.
- **Sports world knowledge** - Experience within a sport organization or federation will be considered an advantage.

### **Additional**

- Self-motivation and positive attitude.
- Solution-oriented, proactive, and attentive to details.
- Strong sense of responsibility and ability to complete tasks autonomously (after an appropriate induction period).
- Good organizational and time management skills.
- Flexibility and adaptability, multitasking.
- Tech savvy.

### **Work permit**

The successful candidate shall hold a valid permit to work in Switzerland in order to fulfil the job requirements and comply with local labour laws and regulations.

### **Salary & details**

The annual gross salary (before deduction of compulsory withholding tax and social security contributions) will be commensurate to the specific qualification of the successful candidate and payable in thirteen monthly instalments at the end of each month.

- We are an equal opportunity employer.
- We do not discriminate based on race, religion, skin colour, sex, age, national origin, or disability. The successful candidate will be hired for an indefinite period of time, with a probation period of 3 months.

*This job description is not to be regarded as exclusive or exhaustive. It is intended as an outline indication of the areas of activity and may be amended from time to time in the light of the changing needs of the organisation, through appropriate processes of consultation and the mutual agreement of both parties.*

*We appreciate all applications, however, only candidates successfully meeting the job requirements will be contacted for the next stage of the selection process. Thank you for your understanding.*

Applications are to be sent via e-mail to the following e-mail address: [lenoffice@len.eu](mailto:lenoffice@len.eu)