

# FÉDÉRATION INTERNATIONALE DE GYMNASTIQUE



The International Gymnastics Federation (FIG) is seeking an

## Junior Accountant

to join its Finance Department at the earliest possible commencing date.

### Position Description

#### 1. Scope of the Position and Reporting Structure

The **accountant** contributes to the FIG's Finance Department service offer for both external and internal partners.

The successful candidate will be a dynamic, task-oriented individual with strong accounting knowledge and organisational skills, focused work approach, with the ability to multi-task and to work independently as well as in a team-environment.

This is a part-time position within an international sports federation.

<b>Title / Function:</b>	<b>Junior Accountant</b>
<b>Reports to:</b>	Finance Director
<b>Location:</b>	Lausanne, Switzerland
<b>Position:</b>	Part-time (80%), permanent
<b>Salary:</b>	Competitive
<b>Start Date:</b>	As soon as possible

The Accountant must fulfil the following requirements and be able to demonstrate

- **Good accounting skills and knowledge**
- **Proactive behaviour and can-do-attitude**
- **Demonstrate interest for and knowledge of Sports in general**

#### 2. Key Responsibilities

The Accountant is expected to perform the duties and responsibilities as below:

- Expenses / Reimbursements (except flights)
- Per Diem (Sports Events + Judges'-Courses)
- Invoicing (Receivables) - except TV-Rights / Footage
- Bank Transactions Capture on Operational Current Accounts
- National Federation-Service (response + follow-up)
- Collections by Credit Card
- Closing tasks as per checklist
- Petty Cash
- SAGE- Addresses update
- Ad hoc Analysis'/Tasks

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## 3. General Management and Performance Guidelines

- Ensure that deadlines for work are duly and efficiently met
- Conscientiously fulfil his/her duties
- Put forward appropriate measures in order to improve and simplify the work
- Submit to his/her superiors any issue beyond his/her authority

## 4. Experience and Skills Required

- Degree in accounting
- Strong analytical and computer skills
- Good knowledge of accounting practice and financial software
- Solid knowledge of the use of MS Office Tools
- 3+ years of experience in accounting, finance or related discipline

### Required languages

- Independent level in English (written and spoken)
- Proficiency in French (written and spoken)
- Knowledge of additional languages is a plus

### Additional requirements

- Excellent organizational and time management skills
- Flexible and proactive work approach with a strong ability to work autonomously
- Comprehensive understanding of and interest in international sport events
- A reliable team player with a can-do-attitude and determination to deliver quality work
- Digital literacy

## 5. About the FIG

The International Gymnastics Federation is the governing body for Gymnastics worldwide. It is the oldest established international federation of an Olympic sport and has participated in the Olympic Games since their revival in 1896. The FIG governs eight sports: Gymnastics for All, Men's and Women's Artistic Gymnastics, Rhythmic Gymnastics, Trampoline - including Double Mini-trampoline and Tumbling -, Aerobics, Acrobatics, and Parkour. It counts 156 national member federations and has its headquarters in the Olympic Capital of Lausanne (SUI).

If you think you are the right person for this role, please send your application (cover letter, CV, references, certificates) in English by email to FIG Human Resource Manager Ms Joëlle Jost [jjost@fig-gymnastics.org](mailto:jjost@fig-gymnastics.org) by **15 July, 2022**.

### Notes:

1. Please note that we will only consider and reply to the candidates who correspond to the profile.
2. We keep your full application with your personal information in our databases for one year. Should you want us to delete your application once the recruitment process is completed, please let us know.