

Position Description

Finance Officer

(80 - 100%)

Finance Officer (80 - 100% position)

Reporting to: Head of Finance

About ECA

ECA is the sole independent body directly representing football clubs at European level, with a membership panel consisting of more than 240 professional football clubs from across the continent. As the representative voice of European club football on the international football landscape, ECA's core purpose is to place clubs at the 'Heart of Football'.

ECA is developing and growing its team to ensure it constantly enhances the delivery of value in its activities and services for its Member Clubs, to take account of the shifting priorities, needs and responsibilities of football clubs across Europe.

ECA has an evolving team, currently approaching 25 people, and together we are on a mission of organisational growth, targeting a performance-driven culture and delivering high impact outcomes for the Administration and Member Clubs.

Equity, diversity, and inclusion are core values at ECA, and we are committed to building and sustaining an inclusive and equitable working and learning environment for all staff and members.

Position Mission

In this position, the Finance Officer will play a valuable supporting role in the day-to-day administration life of the organisation. With your focus on details while being business partnership oriented, you will guarantee the respect of standards of deliverables and timing and deadlines amongst the Finance Department.

This is the ideal opportunity for a well-developed customer service mindset person to contribute to the good management of Finance amongst an international entity by using their significant former experience.

The role is based at ECA's offices in Nyon, Switzerland in accordance with ECA's working policies (including flexibility for hybrid working, i.e. a mix of in office and work from home).

Core Responsibilities

Reporting to the Head of Finance and working in close collaboration with the Finance & IT Officer, the Finance Officer responsibilities will include:

- Vendor management - Account Payables & Member reimbursement forms: processing, first control and communication to externals
- Customers invoicing and follow-up (AR)
- Accounts reconciliations and filing
- Payments - first line of processing
- Support and ultimately own the monthly closing accounting process
- Various ad-hoc administrative tasks and support

Skills and Experience

- Accounting degree, « CFC commerce » or « brevet fédéral de comptabilité » (Swiss certified)
- Significant proven past experience of managing subledgers and general ledger
- Basic knowledge and understanding of cost accounting
- Basic knowledge of Swiss VAT
- Attention to details, rigorous and meticulous
- Enjoy booking and managing financial transactions
- Integrity, compliance and confidentiality
- Well-developed customer service mindset / Business partnership
- Fluent in French and English, another European language would be an asset
- Knowledge of Dynamics 365 Business Central (Navision) is a plus
- Proficient knowledge of Microsoft Office applications (Word, Excel, Outlook and PowerPoint).

You are invited to send your CV and covering letter to Amandine Sauty, Senior Manager Staff and Operations, at jobs@ecaeurope.com



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