

Position Description: Finance Operations Senior Manager 100%

FINANCE OPERATIONS SENIOR MANAGER

Reporting to: Head of Finance Strategy & Operations

ABOUT ECA:

ECA is the sole independent body directly representing football clubs at European level. With a current membership base of more than 240 professional football clubs from across the continent, with plans to increase to over 500 Members over the next few years, ECA is the representative voice of European club football on the international football landscape,

Working closely with football's governing bodies, competition organisers and other professional stakeholders, ECA's core purpose is to place clubs at the 'Heart of Football'.

ECA is continually strengthening its administration to ensure it enhances the value of its activities and services for Member clubs. Our Company is a rapidly growing administration team of over 30 people, collaborating closely with its Members, Executive Board, Working Groups, Panels, Task Forces, Committees, and other bodies. ECA is on a mission of organisational development, targeting a performance-driven culture and delivering high impact outcomes for our colleagues and our members.

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 AND PROFILE:

Reporting to the Head of Finance Strategy & Operations, the Finance Operations Senior Manager will be responsible for all ECA accounting including financial management, controlling, treasury, tax, and procurement.

The successful candidate will work closely with all business units within the organization, and be responsible for streamlining internal processes and controls, tracking project and event expenditure, identifying and implementing cost saving efficiencies and improving the financial reporting processes.

The Finance Operations Senior Manager's responsibilities will also include managing a small team of two staff, taking full ownership of the annual budget and quarterly forecasts, ensuring the statutory year-end audit is completed in a timely manner, and providing accurate and meaningful financial information to all business units in a clear and concise manner.

The successful candidate will therefore need to possess excellent budget and forecasting experience, be comfortable in creating and maintaining complex financial models, have excellent communication skills, and become a respected and valued business partner across all ECA operational matters.

The role is based at ECA's offices in Nyon, Switzerland. Some travel may be required across Europe on an ad-hoc basis.

CORE RESPONSIBILITIES:

The jobholder will be responsible for the following tasks:

- Ensuring timely and accurate recording of all transactions.
- Managing the annual budget and quarterly forecasting processes.

- Monitoring actual performance and reporting variances and trends in a timely manner.
- Preparing monthly, quarterly, and year-end financial reporting and in doing so, providing meaningful & relevant analysis and recommendations.
- Working closely with ECA Head of Finance, Strategy & Operations to continually improve efficiency, modernize processes, and use financial insight to drive strategic decision making.
- Managing risks and reducing their potential impact on the organization.
- Providing support, as and when required, on all ECA financial matters.

EXPERIENCE

- At least 7 years' experience of working in a senior finance position with a proven track record of success.
- Be comfortable in managing a small team.
- Experience of working with Swiss financial and tax regulations.
- Detailed understanding of budgets, forecasts, and cost control.
- Working in a dynamic company with an international profile.

EDUCATION

- Degree in accounting, finance, or related field.
- Professional accounting qualification such as CA or CPA
- Advanced computer software skills, including Excel and financial reporting software (MS Dynamics is a plus)
- Fluent in English and French. Any other language is a plus.

SKILLS

- A positive and ambitious individual.
- Excellent time management skills with an ability to successfully manage several simultaneous projects, individual who can prioritize tasks.
- Strong analytical and technical skills.
- Ability to translate financial information for consumption by non-finance individuals.
- Excellent people skills – both in terms of managing a team and connecting with colleagues across several different business units.
- A team player, who leads by example.
- Always demonstrate integrity, ethics and dependability.
- Excellent written and verbal communication skills.
- A strategic and creative thinker, with excellent problem-solving skills
- Ability to remain calm whilst working under pressure.

You are invited to send your CV and cover letter to Raoul Tondini, Head of People and Culture, at jobs@ecaurope.com