

# Job Description: Accounting Manager (100%)

## ACCOUNTING MANAGER

Reporting to: Senior Finance Operations Manager

### ABOUT ECA:

ECA is the sole independent body directly representing football clubs at European level. With a current membership base of more than 490 professional football clubs from across the continent, with plans to increase to 700 Members in the years ahead, ECA is the representative voice of European clubs on the international football landscape.

Working closely with football's governing bodies, competition organizers, 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.

ECA has a rapidly growing administration team of more than 40 people, and is on a mission of organizational development, targeting a performance-driven culture, and delivering high impact outcomes for our colleagues, and our members.

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

### POSITION MISSION:

As our membership base continues to increase, so too will the number of events and services we deliver for the benefit of our members. This continued growth will lead to a 50% increase in the expected number of accounting transactions to be processed during 2024.

ECA's Accounting Manager will assume day-to-day responsibility of the organisation's accounting function including line management responsibility of ECA's Accounting Officer.

This new role, which reports through to ECA's Senior Finance Operations Manager, will be responsible for ensuring that all financial transactions are processed and recorded in an accurate and timely manner, and in doing so, ensuring that we deliver the highest levels of service to all internal, and external, stakeholders.

This is an ideal opportunity for a technically strong, and ambitious accountant, to develop a successful career, in a dynamic and fast-growing organisation.

The role will be based at ECA's offices in Nyon, Switzerland.

## CORE RESPONSIBILITIES:

The successful candidate's responsibilities will include, but not be limited to:

- Ensuring that all transactions are processed accurately, and in a timely manner.
- Taking ownership of the month-end, and year-end, closing processes.
- Having a detailed understanding of Swiss tax obligations & ensuring all reporting deadlines are met.
- Providing accurate and timely financial information to external auditors, and other regulatory bodies.
- Preparing and submitting quarterly VAT declarations.
- Recovering VAT incurred on expenditure outside of Switzerland.
- Being continually aware of changes in accounting regulations and always ensuring full compliance.
- Reviewing, updating, and monitoring compliance with all internal accounting policies and controls.
- Managing foreign currency movements and understanding their financial impact.
- Line management responsibility of ECA's Accounting Officer.
- Providing support and assistance to ECA Senior Finance Operations Manager, as and when required.

## EXPERIENCE:

- Minimum 5 years' experience working in an accounting unit within a fast-paced organisation.
- Experience of managing and leading an accounting function.
- In-depth knowledge of Swiss accounting standards (GAAP), regulations, and best practices.
- Good understanding, of analytical cost accounting, and its importance in shaping business decisions.
- Experience of VAT and other Swiss tax accounting rules, deadlines, and procedures.
- Knowledge of Swiss payroll accounting (advantageous).

## EDUCATION:

- Business or accounting degree.
- Swiss certified accountant.
- Comfortable working with a range of IT systems.
- Proficient knowledge of Microsoft Office applications.
- Knowledge of Dynamics 365 Business Central (advantageous).
- Fluent in French and English - both oral and written.

## SKILLS:

- A solid, reliable, and efficient individual, with a track record of getting the job done.
- Comfortable working in a growing, high profile and fast paced organisation.
- Well-developed customer service mindset, with strong attention to detail
- Comfortable managing large workloads and working to tight deadlines.
- Flexible and resilient with ability to adapt to changing requirements and/or deadlines.
- Excellent written and verbal communication skills.
- Effective people management and development skills.
- A trusted and discrete individual who is comfortable working with sensitive information.
- A team player who always displays a proactive and positive attitude.
- An ability to cultivate, and maintain, positive working relationships with a wide range of stakeholders.
- Ability to effectively communicate financial information to non-finance colleagues.

**Candidates should send their applications to Michael Page Company who are assisting ECA with the recruitment process. Please email your CV and covering letter to: [eceakar@michaelpage.ch](mailto:eceakar@michaelpage.ch)**

**Only candidates possessing the necessary skills and experience will be contacted.**

**References should be available upon request.**