

Position Description:

Finance Coordinator

80 % - 100 %

FINANCE COORDINATOR

Reporting to: Accounting Manager (based in Nyon)

Location: Nyon.

ABOUT ECA

ECA is the sole independent body directly representing football clubs at European and International levels, formally recognised as such by our partners FIFA and UEFA. With a current membership base of more than 790 professional football clubs from across the continent, increasing all the time, ECA is the true representative voice of European clubs 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 looking for the best talent to join our administration to ensure we enhance the value of our activities and services for Member Clubs. ECA has a rapidly growing team of over 50 people and is on a mission of organisational development, targeting a digitally led, performance-driven culture, delivering high impact outcomes for our colleagues, our members and ultimately for club football as a whole.

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

POSITION MISSION

Following a rapid expansion in ECA's membership base, including the creation of two new entities, ECA's finance department is managing a significant increase in transaction volumes.

The Finance Coordinator will support ECA's daily finance operations and be responsible for transaction processing, monthly closings, and ensuring compliance with internal accounting standards. This role is ideal for someone at the early stages of their accounting career who is eager to learn and develop in a dynamic, international environment.

CORE RESPONSIBILITIES:

Reporting to the Accounting Manager, the Finance Coordinator's responsibilities will include, but not be limited to:

- Raising and posting sales invoices and ensuring timely collection of receipts..
- Processing purchase invoices, staff expenses, and member reimbursement claim forms (MRFs)
- Preparing and monitoring bi-monthly payment runs and ensuring timely execution.
- Reconciling multi-currency bank transactions and assisting with treasury management.
- Supporting the monthly and annual closings, including performing account reconciliations and accruals.
- Assisting with the preparation and monitoring of foreign VAT recovery procedures.
- Providing support in communications with external stakeholders, including tax authorities, auditors, and administrative service providers.

- Collaborating with internal teams to ensure accuracy, compliance, and timely reporting
- Maintaining well-organized accounting records and documentation
- Supporting various ad hoc finance and administrative tasks as required

EXPERIENCE

- 2 – 3 years of experience in accounting
- Significant experience of managing subledgers and general ledger
- Basic knowledge and understanding of cost accounting
- Basic knowledge of direct and indirect taxes

EDUCATION

- Degree or diploma in Accounting, Finance or related field
- Fluent in French and English. Any other European language would be an asset.

SKILLS & ATTRIBUTES

- Enjoy booking and managing financial transactions.
- Integrity, compliance and confidentiality.
- Approachable with well-developed customer service mindset.
- Excellent communication skills.
- Proactive, autonomous, and able to work reliably with limited supervision
- Strong attention to detail and ability to work under pressure and meet tight deadlines.
- Comfortable working in an international and multicultural environment
- Proficient knowledge of Microsoft Office applications (Word, Excel, Outlook and PowerPoint).
- Experience with Microsoft Dynamics 365 Business Central is an advantage

DIVERSITY

Football breaks down barriers and brings people from diverse backgrounds together. It promotes a shared sense of identity and belonging, transcending differences to unite people.

At ECA we play our part in building a more inclusive world, on the field and beyond, and this starts with our own organisation. We strive to create a culture of inclusion, free from discrimination, bias and prejudice and encourage candidates from all backgrounds to apply.

* * *

You are invited to send your CV to the People & Culture Team at jobs@ecaeurope.com.

Due to the volume of applications we receive, we regret that we will only contact those candidates who have been selected for an interview.