



Founded in 1972, the International School Sport Federation (ISF) is an international non-profit sport organisation, acting as the umbrella organisation and governing body for national school sport organisations around the world, organising sport, and educational events for youth from 11 to 18 years old. Base in Lausanne, Switzerland, ISF promotes a number of its own events, including single sports championships and our flagship event, the Gymnasiade.

FINANCE COORDINATOR (100%)

Location: Lausanne, Switzerland

Employment Type: Full-time

Job Summary: The Finance Coordinator will support financial management and operations, assisting in the preparation of budgets, tracking expenses, processing invoices, and ensuring financial compliance. This entry-level role is an excellent opportunity for someone looking to start a career in finance within a non-profit or educational setting.

Key Responsibilities:

- 1. Financial Processing & Bookkeeping**
 - Assist with accounts payable and receivable, including processing invoices, verifying expenses, recording transactions and payment preparation.
 - Maintain accurate records of financial transactions in the accounting system.
 - Support monthly and yearly financial closing processes.
- 2. Budget Tracking & Reporting**
 - Help monitor budget performance and track expenses against approved budgets.
 - Assist in preparing financial reports for management, including monthly summaries and ad-hoc analyses.
 - Aid in generating financial forecasts and identifying variances.
- 3. Payroll & Expense Management**
 - Support payroll processing for event staff and contract workers.
 - Process staff and volunteer expense claims accurately and in a timely manner.
- 4. Partnership Support**
 - Assist in financial tracking for partnerships and sponsorships, ensuring contributions and sponsorship payments are received and documented accurately.
 - Coordinate with the partnerships team to provide financial reports related to partnership agreements.
- 5. Other Administrative Duties**
 - Support the finance team with various administrative tasks as required.
 - Collaborate with other departments to ensure smooth financial operations across all activities

Qualifications:

- Bachelor's degree or equivalent in finance, accounting, business administration, or a related field.
- Relevant internships or experience in finance, accounting, or administration are a plus.
- Knowledge of accounting principles and financial regulations in Switzerland.
- Proficiency in MS Excel and accounting software.
- Fluent in French (both written and spoken); knowledge of English is an advantage

How to Apply: Please submit your CV and a cover letter detailing your interest in this position and your relevant experience to martina.garziera@isfsports.org.