



The International Hockey Federation's (FIH) priority is to govern the sport of hockey worldwide. In so doing it must increase the participation, the profile and the financial viability of the sport.

For our headquarters in Lausanne, we are looking for a

Finance & HR Coordinator (100%)

Mission:

As part of an experienced team, the Finance & HR Coordinator will be required to aid in the smooth running of the department and to provide high level administrative support in various areas, including finance, accounting, payroll and general HR.

The Finance & HR Coordinator will report to the Finance Director and will work closely with the Finance & HR Manager. The position is opened for experienced people, with a positive "can-do" attitude to work, as well as a willingness for stability for the next few years.

Responsibilities:

- General Human Resources administration and paperwork
- Payroll and insurances coordination with the service providers (outsourced)
- Day-to-day accounting, including general ledger, payables and receivables (Abacus)
- Provide assistance in the preparation of monthly Financial Reports
- Other financial, HR or administrative tasks upon request

Skills:

- CFC or equivalent with at least 3 years of accounting & HR experience in Switzerland
- Exceptional computer skills (MS Office and accounting software)
- Excellent organizational and analytical skills, detail-oriented
- Team player, positive attitude and flexible to undertake new tasks
- Fluent in English and French

If you are interested in this position and wish to integrate our small international team, we look forward to receiving your dossier. Please apply via JobUp or send your complete application to jobs@fih.ch

No applications through recruitment agencies.