



Job Offer - IFSC Bookkeeper

Reporting to: IFSC Administration Director

Work Unit: IFSC Administration Department

Location: IFSC HQ, Torino (ITALY)

Travel: To IFSC institutional meetings, if needed

Type of contract: Employee, full time (*CCNL Commercio*). Fixed-term contract (October 2019 – December 2020) with possibility of renewal

Level: minimum 2 year-experience in a similar position

Language: Fluent English and Italian

About the IFSC

The IFSC is an Olympic International Federation managing the development of Sport Climbing across the 5 continents. It is an exciting period of growth: Sport Climbing is in the programme of the Tokyo 2020 Olympic Games and was recently part of the Buenos Aires 2018 Youth Olympics.

The IFSC represents more than 90 National Federations grouped under 4 Continental Councils (Asia, Europe, Oceania, Pan-America).

The IFSC Calendar has an average of 40 events/year including World Championships, Youth World Championships, World Cups and Continental Cups and Championships.

The IFSC Administration Department is aimed at providing a solid structure for the IFSC and performs a variety of tasks on a daily basis, including managing the finances, organizing institutional meetings and communicating with the different stakeholders, in particular: Executive Board Members, National Federations, Continental Councils, and Officials. The IFSC Administration Department works closely with the other IFSC Departments (Sport and Communication) to ensure a smooth development of the different projects.

Job Description

As the annual turnover is growing, the IFSC is now seeking to engage a skilled Bookkeeper to support the Administration Department in the daily bookkeeping tasks and assist in the travel arrangements for the team. The employee in this position will report to the Administration Director and will work closely with the other members of the team.

The following job description may be adapted during the duration of the contract due to the growth of the IFSC human resources and launch of new projects.



Requirements

- Proven bookkeeping experience (minimum 2 years);
- Solid understanding of basic bookkeeping and accounting payable/receivable principles;
- Proven ability to calculate, post and manage accounting figures and financial records;
- Data entry skills;
- Hands-on experience with spreadsheets and familiarity with accounting software packages;
- Experience in managing travel arrangements and excellent use of the main booking platforms;
- Fluency in English and Italian;
- Proficiency in MS Office;
- High degree of accuracy, attention to detail and confidentiality;
- Versatile team player comfortable with working in an international and multicultural deadline-driven environment.
- Degree in Accounting preferred.

Duties and Responsibilities

- Recording day to day financial transactions in the correct day book;
- Ensuring that receivables are collected promptly;
- Issuing invoices;
- Perform monthly bank reconciliations;
- Recording payments on the banking systems in a timely manner, with particular attention to the cash-flow;
- Creating financial reports and helping in identifying possible risk areas;
- Assisting in the auditing process, providing the needed documentation;

To Apply

Please send your resume and cover letter in English via e-mail to recruitment@ifsc-climbing.org with “Bookkeeper Application” in the subject line not later than Sunday, 15th September 2019. Applications in languages other than English will not be considered.

Job interviews will take place at the IFSC Office in the week of September 30th or October 7th; the IFSC will contact you with more precise information in case you are selected for the interview.



PERSONAL DATA PROCESSING INFORMATION

PURSUANT TO 13 OF GDPR AND ART. 111-BIS OF LEGISLATIVE DECREE 196/03

The following information is given in order to protect natural persons during the processing of their Personal Data and ensure the free movement of such data. It is understood that this processing shall be based on the principles of lawfulness, fairness and transparency pursuant to EU Regulation 2016/679 (GDPR) and art. 111-bis of Legislative Decree 196/03 (Italian Privacy Code) and shall apply to Personal Data that are or will be in the possession of, and processed by INTERNATIONAL FEDERATION OF SPORT CLIMBING following the voluntary submission of your Curriculum Vitae (hereinafter shortened as 'CV') for recruitment purposes.

Please note that this document is no recruitment promise.

1. The Controller

The Controller of Personal Data for the purposes hereof is the INTERNATIONAL FEDERATION OF SPORT CLIMBING with registered office in Bern (3001 - Switzerland), Effingerstrasse 1, and place of business in Turin (10143 – Italy), via Carlo Matteucci 4, tel. no. +39 0113853995, fax no. +39 0114121773, email administration@ifsc-climbing.org, Registration Number CHE-192-921.730.

2. Purposes of Personal Data processing

The submission of a CV amounts to the Data Subject's candidature for a job in advance of a possible, future and currently unplanned recruitment by the Controller.

The Personal Data provided by the Data Subject in the above CV shall only be processed by the Controller for staff search and selection purposes, or to defend its legal claims in court, if necessary.

3. Legal basis for processing

The legal basis for processing in the case of item 2) above is when such processing is needed for the implementation of pre-contractual measures taken at the Data Subject's request (pursuant to point (b) of art. 6 (1), GDPR), or for legitimate interests pursued by the Controller (point (f). of art. 6(1), GDPR).

4. Categories of Recipients to which or whom Personal Data have been or will be disclosed

The categories of Recipients to which or whom Personal Data have been or will be disclosed are as follows:

- a) persons authorised or on instructions from the Controller, who shall be bound by a specific confidentiality obligation by contract or law (e.g. the Controller's staff);
- b) external persons or entities processing Data on behalf of the Controller, which or who shall act in the capacity of Processors pursuant to a contract signed with them in accordance with art. 28, GDPR;



c) The Controller may also be under the obligation to disclose or transmit Data to Public Authorities, including Judicial Authorities.

The Controller shall have the right to disclose or transfer the Personal Data of a Data Subject to Third Countries (outside the EU) or international organisations (outside the EU) to which disclosure is necessary for the performance of a contract between the data subject and the controller or the implementation of pre-contractual measures taken at the data subject's request, pursuant to point (b) of art. 49(1), GDPR.

5. Limited storage period

The Controller shall store the Data Subject's Data for the time required to achieve its own purposes, including those provided for by the law or those required by a competent authority.

If Personal Data are processed for two different purposes, they shall be stored until the expiry of the purpose requiring a longer period; however, in that event, the Personal Data whose storage period has already expired shall no longer be used.

6. Nature of Data provision and consequences arising out of a refusal

The provision of any Data from a Data Subject is optional; however, any failed provision or the provision of insufficient Data may prevent the Controller from assessing the Data Subject's candidature.

7. Rights of the Data Subjects

The EU Regulation grants Data Subjects the following rights with regard to the processing of their Personal Data:

- a) right of access to the processed Data, and right to obtain a copy thereof (art. 15, GDPR);
- b) right to rectification of inaccurate Personal Data without undue delay, and right to have incomplete Personal Data completed (art. 16, GDPR);
- c) right to erasure of Personal Data without undue delay – known as 'right to be forgotten' – for any of the grounds stated in points (a) to (f) of art. 17, GDPR;
- d) right to restriction of processing in any of the circumstances stated in points (a) to (d) of art. 18, GDPR;
- e) right to Data portability (art. 20, GDPR);
- f) right to object on grounds related their particular situation, to processing of Personal Data concerning them pursuant to points (e) or (f) of art. 6(1), GDPR, including profiling; or, when Data are processed for direct marketing purposes, right to object to processing of Personal Data concerning them for such marketing, which includes profiling to the extent that it is related to such direct marketing (art. 21 GDPR);
- g) right to withdraw their previously given consent at any time, although such withdrawal shall not affect the lawfulness of processing based on consent given before such withdrawal;
- h) right to lodge a complaint with a Supervisory Authority.