



World up  
Keep  
Climbing

INTERNATIONAL FEDERATION OF **SPORT CLIMBING**  
[www.ifsc-climbing.org](http://www.ifsc-climbing.org)

## Job Offer IFSC Bookkeeper

<b>Reporting to:</b>	IFSC Administration Director
<b>Work Unit:</b>	IFSC Administration Department
<b>Location:</b>	IFSC HQ, Torino (ITALY)
<b>Travel:</b>	To IFSC institutional meetings when necessary
<b>Type of contract:</b>	Employee, part-time. From January 2018 to December 2018 (with possibility of renewal)
<b>Salary:</b>	Level 3 CCNL Commercio
<b>Language:</b>	Fluent English and Italian

### About the IFSC

The IFSC is the recognised International Federation for Sport Climbing and therefore manages the development of the Sport across the 5 continents.

It is an exciting period of growth: Sport Climbing is in the programme of the Tokyo 2020 Olympic Games and Buenos Aires 2018 Youth Olympic Games and global interest for the sport is booming worldwide.

The IFSC represents 87 National Federations grouped under 4 Continental Councils (Asia, Europe, Oceania, Pan-America).

The IFSC Calendar has an average of 40 events 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. 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 2018 due to the growth of the IFSC human resources and launch of new projects. Eventually, the Bookkeeper may be asked to collaborate with the IFSC Continental bodies to support their bookkeeping systems and ensure a consistent procedure.

Depending on the workload, the contract may move from a part-time to a full-time basis.

## 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 along with a knack for numbers;
- Hands-on experience with spreadsheets and familiarity with accounting software packages;
- Fluency in English and Italian;
- Proficiency in MS Office;
- High degree of accuracy, attention to detail and confidentiality;
- Degree in Finance, Accounting or Business Administration;
- Versatile team player comfortable with working in an international and multicultural deadline-driven environment.

## Duties and Responsibilities

- Recording day to day financial transactions in the correct day book, suppliers ledger, customer ledger and general ledger;
- Processing accounts receivable/payable;
- Ensuring that receivables are collected promptly;
- Issuing invoices;
- 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;
- Verifying that all payments comply with the Federation's Reimbursement Policy;
- Participating to the meetings with the IFSC Vice-President Finances & Treasurer and IFSC Auditor and assembling the documents required by the auditing process;
- Providing clerical and administrative support to management as requested.

## To Apply

Please send your resume and cover letter via email to [administration@ifsc-climbing.org](mailto:administration@ifsc-climbing.org) with "*IFSC Bookkeeper Application*" in the subject line by **Sunday, 31<sup>st</sup> December 2017**.