



Audit & Risk Coordinator

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Job information

Division / Unit: European Affairs & Governance / Division Management

Contract type: Permanent

Start date: 01.02.2023

Location: Nyon

Main goal

The Audit & Risk Coordinator supports the development and implementation of a modern governance and compliance programme, with a focus on helping UEFA's internal audit function to review UEFA financial distributions, policies and processes, as well as internal capacity building and advice/support. The coordinator also works with other divisions within UEFA.

Key responsibilities

- Supporting UEFA's internal audit function;
- Supporting the audit and review process of UEFA's financial distributions to UEFA National Associations, facilitating the planning, preparation and follow-up;
- Helping to roll out UEFA's annual risk assessment procedure;
- Peer-reviewing relevant good-governance instruments in other sectors, e.g. not-for profit and private sectors, and make recommendations to UEFA;
- Helping to revise policies and procedures for the general operation of UEFA's compliance programme, for example in relation to conflicts of interest, due diligence, gifts and hospitality;
- Providing support for other divisions on governance and compliance issues;
- Preparing presentations, liaising with colleagues and providing administrative support.

Profile

Experience required:

- Minimum 3-4 years' experience in a comparable role
- Familiarity with the operations of the sports industry would be ideal

Education:

- Bachelor's degree and ideally a further qualification in business management, economics, finance, governance or any related discipline

Languages:

- English / Proficient
- Any other European language would be an asset

Additional requirements:

- MS Excel / Proficient
- Advanced MS Office skills
- Excellent organisational, analytical and administrative skills
- Teamwork, resilience and intercultural competence

