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Accounting Specialist

Job information

Division / Unit: Finance / Accounting

Contract type: Fixed Term (maternity cover)

Start date: As soon as possible

End date: 31.08.2024

Location: Nyon

Main goal

The Accounting Specialist is in charge of daily accounting tasks, supports the team in preparing international indirect tax reporting and contributes to any project impacting UEFA's Accounting team.

Key responsibilities

General accounting:

- Manage general bookkeeping and financial accounting tasks
- Support the Finance unit and other services in UEFA EURO 2024 projects
- Prepare and ensure the proper accounting of transactions between UEFA and its 55 member associations
- Periodically review specific vendor accounts
- Interact with UEFA's member associations
- Perform month-end and quarter-end closing tasks

Tax and customs compliance and reporting:

- Collaborate with the Legal Affairs unit and other services to support general tax and customs topics and projects
- Review supplier invoices for compliance purposes and to ensure adequate VAT application in accordance with the relevant foreign VAT regulations
- Prepare foreign VAT filings
- Prepare audit requests and assist local authorities with audits

Other:

- Handle any special tasks requested by the Head of Accounting within the scope of the position
- Keep professional knowledge up to date
- Keep the Head of Accounting regularly updated about any important activities within the scope of the position

Profile

Experience required:

- 3-4 years of experience working in a finance department



Education:

- Bachelor's in economics, or any other equivalent qualification in the field of finance/tax

Languages:

- English / Proficient
- French / Advanced
- German / Advanced

Additional requirements:

- MS Excel / Advanced
- MS Word / Advanced
- SAP / Basic

