

Vacancy:

Finance and Administration Senior Manager (f/m/x)

The Agitos Foundation (AF) is the leading global organisation developing sport activities for people with an impairment as a tool for changing lives and contributing to an inclusive society. As developing arm of the International Paralympic Committee (IPC), the Agitos Foundation extends the philosophy of the Paralympic Games, whose athletes are role models of human potential and act as leaders for change.

Taking its name from the Paralympic Symbol (the Agitos – meaning “I move” in Latin), the Agitos Foundation supports and implements initiatives that enable para-athletes to achieve sporting excellence. To support this further, the Foundation assists IPC Member Organisations around the world to build their human and organisational capacities to spread the Paralympic Movement’s values of courage, determination, inspiration and equality.

The Agitos Foundation offers the position as full-time **Finance and Administration Senior Manager (f/m/x)** in a multi-cultural, international environment in an energetic team in Bonn, Germany, starting as soon as possible.

These will be your **key tasks and responsibilities:**

- Management of all budgets, supervision of bookkeeping and payments and preparation of annual accounts and annual external audits in line with the International Paralympic Committee’s financial systems
- Co-operation and liaison with external auditors, finance and tax authorities, thus ensuring the compliance with German and International tax laws
- Presentation of operational and financial updates and reports to the AF Executive Committee and preparation of reports to the foundation supervisory authority
- Responsible for cash flow planning, currency hedging and financial investments
- Ensure the further development of financial functions and systems
- Develop a progress and performance reporting for all partners and donors
- In collaboration with fundraising staff, oversee the AF’s relationships with partners, and provide narrative and financial reporting
- Support the AF leadership to implement the Agitos Foundation’s strategic direction as defined by its Executive Committee
- Preparation of meeting materials for the AF Executive Committee and Board of Trustees
- Work closely with the respective IPC departments to ensure effective financial management of the Foundation
- Work closely with the Agitos Foundation team to implement effective strategies for finance and operation

These are our **requirements**:

- At least seven years working experience and a proven track record in operating foundations (additional working experience in NGOs/charities is a plus)
- Operational and financial management skills are essential; knowledge of German legal and finance systems is fundamental
- University master's degree or equivalent education in a relevant field
- Outstanding interpersonal and communication skill, and the ability to work with colleagues, partners and programmes in different parts of the world. Working experience in a developing country would be an asset
- Excellent German language skills are mandatory
- Excellent verbal and written command of English and at least one additional language (e.g. German, French, Spanish, Arabic, Russian)
- Be able to operate and multitask in a changing environment under given deadlines
- Availability for occasional business travel
- Excellent use of Microsoft Office (Word, Excel, PowerPoint and Outlook)
- Have a deep passion and a commitment to work for an international organisation with the understanding to contribute to a social change in society

Would you like to **apply**?

If you wish to apply to the position, please send your CV and cover letter in English and in the pdf format to alexandra.muth@paralympic.org (IPC HR Senior Manager).

Applications will be reviewed on a rotating basis.

The salary level for Senior Managers is between EUR 3,800 - 4,400 gross per month.

We especially encourage individuals with an impairment to apply; we support the relocation process and provide transitional accessible accommodation.

For further information on the IPC or the Agitos Foundation, please contact us or visit our website under www.paralympic.org. If you have any further questions, do not hesitate to contact us or see detailed information on the IPC and the Paralympic Movement on our website under www.paralympic.org.

We are looking forward to your application!