

Vacancy:

IPC Finance Assistant (f/m/x)

The International Paralympic Committee (IPC) is the global governing body of the Paralympic Movement. The IPC supervises the organisation of the Paralympic Games and the Paralympic Winter Games, and serves as International Federation for ten sports, for which it supervises and co-ordinates the World Championships and other competitions.

The IPC is committed to enabling Paralympic athletes to achieve sporting excellence and to developing sport opportunities for all persons with an impairment from the beginner to elite level. In addition, the IPC aims to promote the Paralympic aspiration and values, which include courage, determination, inspiration and equality.

The IPC offers the position of a full-time **IPC Finance Assistant (f/m/x)** in a multi-cultural, international team at the IPC headquarters in Bonn, Germany, starting **as soon as possible**.

Tasks and responsibilities:

The key tasks and responsibilities include:

- Support account payables & account receivables bookkeeping
- Manage accounting of travel expenses
- Assist the Finance Senior Manager in administrative and project accounting
- Provide general support to the areas of Finance and of administration of Finance department



Requirements:

You must be a highly passionate individual who is inspired by the Paralympic Movement and who can fit into and complement an extremely busy and fast paced environment.

Furthermore, you should meet these requirements:

- Training as office administrator, accountant or a university degree in Finance
- At least two years of working experience and good knowledge in bookkeeping
- Broader knowledge of business, accounting and commercial procedures
- Ability to manage multiple projects at a time and meet deadlines
- Able to work flexible hours
- Excellent verbal and written command in German and English

Do you want to **apply**?

If you are interested in the position and your profile meets our requirements, please send your CV and cover letter in English as pdf-file to alexandra.schnurr@paralympic.org (IPC Human Resources Senior Manager) by 18 November 2018.

Please state your earliest possible starting date as well as your salary expectations (please give a precise figure in Euro).

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

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!