



## **FINANCIAL REPORTING AND PLANNING MANAGER**

**Reporting to :**

Chief Financial Officer

**Location**

Monaco

### **MAIN INTERNAL CONTACTS**

All the IAAF Departments  
IAAF Staff liaisons for external Auditors,  
Commissions, Committees, Working &  
Advisory Groups,

### **MAIN EXTERNAL CONTACTS**

Member Federations  
Commissions  
Committees  
Working and Advisory Groups  
External Auditors

## **ABOUT IAAF**

The International Association of Athletics Federations (IAAF), is the international governing body for the sport of athletics. It includes 6 continental Area Associations and 214 national Member Federations. The IAAF organises many major athletics competitions worldwide, including the World Athletics Series (WAS) and One Day Meetings, Diamond League and IAAF Road Race label events.

The IAAF's mission is to lead, govern and develop the sport of Athletics in all its forms worldwide uniting the Athletics family in a spirit of Excellence, Integrity and Solidarity. It is based in Monaco and has a staff of over 80 with 19 different nationalities represented.

Lord Sebastian Coe was elected as the IAAF President in 2015 and has since instigated a period of organisational reform and modernisation. Needless to say, that this is an exciting and stimulating time to join IAAF!

## **GENERAL OVERVIEW OF THE POSITION**

Reporting directly to the Chief Financial Officer, the Financial Reporting & Planning Manager will join a team of 6 persons.

This role will primarily be responsible for the design and management of financial reporting, and for providing reports helping forecasts and planning.

She/he will also contribute actively in the ERP implementation and in process improvement.



## MAIN ACTIVITIES

Reporting to the Chief Financial Officer your duties will include but not be limited to:

### Reporting

- Be the primary contact for the design, implementation and maintenance of the reporting systems and dashboards following best practices
- Work closely with the accounting team to ensure accurate financial reporting
- Month end, quarter end and year end reports
- Build and prepare financial reports, charts, tables and other exhibits regularly and upon request in a timely and accurate manner
- Perform monthly balance sheet, income statement and changes in financial position/budget variance analysis

### Planning & forecast

- Contribute to financial planning using reports, data and trend analysis
- Provide timely, relevant and accurate reporting & analysis of the Association 's activity against historical, budgeted, forecasted and strategic planning results to facilitate decision-making toward the achievement of the budget and strategic plan
- Maintain and develop various financial models and standard templates distributed for use by all of Finance during the planning processes, ensuring quality, accuracy and focused analytic review
- Participate in budgeting (for Departments and projects)
- Develop tools to manage Projects budgets and forecasts

### Process improvement:

- Guide cost analysis process by establishing and enforcing policies and procedures
- Responsible for performing special projects to improve process efficiency as assigned by the CFO
- Identify non-value-added processes and seeks solutions
- Contributes actively to the implementation of the ERP

### More generally:

- Describe an insightful use of financial analysis techniques, tools, and concepts, to provide practical counsel to partners and management
- Assist with the new business processes and work managers
- Investigate and report to the CFO any inconsistencies or improprieties
- Analyse data to ensure proper accounting procedures have been followed



### A SUCCESSFUL CANDIDATE WILL

- Be of total integrity
- Have strong organisational skills
- Be overly analytical and attentive to details, when it comes to financial data.
- Have a team spirit and ability to build strong working relationships
- Be diplomatic, culturally sensitive, and able to work in a political environment
- Ability to multi-task and work in a challenging fast paced environment
- Have excellent written, oral and interpersonal skills
- Maturity, professionalism, and high level of discretion are required
- Knowledge of procedural controls and data validation techniques required
- Strong work ethic with a positive, can-do attitude
- Independent worker and analytical thinker with an ability to conduct research, data analysis and resolve complex problems
- Strong presence with the ability to interact with Senior Leadership.
- Be proactive and have an analytical and critical mind-set, always looking for better way of doing, or organising
- Be flexible and adaptable to changing priorities while keeping your eyes on the prize
- Reliable, sound judgement, service-oriented mindset

### REQUIREMENTS

- A university degree in Finance, management accounting
- Have a sound knowledge of management accounting principles and financial accounting principles
- 6 to 10 years' experience financial reporting, control
- Experience and understanding using large ERP systems, designing dashboards and reporting tables and tools, contributing to planning
- Demonstrable project management and team coordination / administration experience
- Previous experience working in an international organisation
- IT literate with advanced knowledge of MS Office packages including Word, PowerPoint, and strong MS Excel skills as main formulas, Pivot Table, VLOOKUP function, SUMIF function, Index Match function
- Excellent English and French, written and oral

Please send your CV and covering letter in French and English to [emploi@iaaf.org](mailto:emploi@iaaf.org) before 6<sup>th</sup> July 2018 COB.