



Badminton Europe
Brøndbytoften 14
2605 Brøndby, Denmark
info@eurobadminton.dk
www.badmintoneurope.com

Brøndby, 31 January 2019

Badminton Europe is seeking a Manager for a full-time position to join its head office in Copenhagen, Denmark.

JOB DESCRIPTION

Manager – Badminton Europe Finance & Administration

Badminton Europe is the Continental Confederation administering the sport of badminton in Europe. There are currently 16 full time employees backing up an elected Board of Directors of 14 Directors and 52 Member Associations. Information on the organization can be found here: <http://www.badmintoneurope.com>

The Manager of Badminton Europe will be servicing the organization on financial matters as well as logistical support for meetings and activities. Next to this, the task will vary within the different areas of the operation as the Manager is expected to support primarily the development and events area with basic administration.

The Manager is expected to have experience from a similar role within a sports organization.

The work will include some travelling and some flexibility in working hours will be required.

Relevant working areas

- Finances
- Administration
- Events
- Development

Overall areas of responsibility

- Quick books – accounting system
- VAT returns
- Meeting logistics
- Office administration
- Support staff for Events and Development Manager

The Manager is expected to have a keen interest and education in finance and administration and preferable has a connection to the badminton sport.



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Daily accounting, bank reconciliations, invoicing and debtors' control will be some of the key tasks within the finance area.

The work will include some travelling and some flexibility in working hours will be required.

Qualifications

- You have experience in book keeping
- You have experience in administration
- You have experience in project planning
- You are fluent in written and spoken English
- You are familiar with the world of badminton
- You have initiative and personal drive
- You can work and deliver within deadlines
- You are comfortable working with Microsoft Office

Remunerations will be 26.000 DKR/month + 12% pension

The successful candidate will have to re-locate to Copenhagen and should have the necessary **work permission in the EU** to be considered for the job.

The preferred candidate should fit in well in a young and dynamic environment.

Interested applicants are invited to send a written application or a video application and a detailed CV by e-mail to;

Brian Agerbak
General Secretary
Badminton Europe
Brøndbytoften 14, 2605 Brøndby, Denmark
Tel: +45 21 68 00 82
E-mail: brian.agerbak@badmintoneurope.com

Please mark the application: MANAGER FINANCE & ADMINISTRATION

All applications must reach the above address by **Monday 25 February 2019 at 12.00 CET**. Only short-listed candidates will be notified.

We are looking to start the employment as soon as practically possible.