

## **JOB OPENING: BACK OFFICE MANAGER / ACCOUNTING**

EHF Marketing is looking for a Back Office Manager focused on the administration of all club related matters to join its team based in Vienna, Austria. Joining us will mean working for the sport of handball in Europe and specifically for the world's biggest club handball competitions – the EHF Champions League, the EHF European League and the EHF European Cup for Men and Women.

### **Job specification**

- Administration, processing and filing of incoming invoices
- Issuing, processing, administration and filing of outgoing invoices
- Ongoing overview and control of the clubs' creditor/debitor accounts
- Regular monitoring of open payments / reminders
- Collecting and administration of club contacts and technical data
- Preparing of account statements and payments related the disbursements to the clubs
- Collecting and issuing tax relevant documentation (double taxation agreements, withholding tax) related to the disbursements to the clubs
- Ongoing spoken and written correspondence (writing and sending official e-mails and letters, etc.) in club related matters, both autonomously and on request
- Administrative and organisational support of the EHFM team in all club related matters
- Organisation of meetings, travels and accommodation of Club Boards and Workshops
- Preparing documents and presentations for meetings, compiling materials, etc.
- Creating minutes of meetings in German and English
- Preparing and submitting of various documents (expenses, daily allowance, etc.)

### **Key competencies**

- Excellent computer skills to work with MS office programs and in digital work processes
- Excellent organisation skills, accurate and independent way of working
- Detail- and solution-oriented way of working; hands-on mentality, trustworthy and able to work under pressure
- Fluency in written and spoken English and German; other European languages useful
- Ability to work as part of a team and independently
- Ability to handle and prioritize multiple projects
- Comfortable in a fast-paced and changing environment
- Flexibility and ability to travel and work according to the schedule of the EHF Club Competitions
- Interest in and understanding of the sport of handball preferred

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## Key experiences

- Completed education of a secondary school level or apprenticeship diploma
- 1-2 years' experience as working in Back Office/Accounting
- Good knowledge of accounting (VAT regulations)
- Experience of working in an international environment, across different cultures and languages

## Further information

- Preferred starting date: 1 October 2022
- Permanent full-time position
- Workplace: Vienna, Austria
- Salary: € 30.800,- gross per year; overpayment possible depending on qualifications

## About EHF Marketing GmbH

Based in Vienna, Austria, EHF Marketing GmbH is the marketing arm and a subsidiary of the European Handball Federation. The company works closely with marketing and media partners, as well as with Europe's leading clubs to realise the full potential of the sport on the international sports market. EHF Marketing GmbH is responsible for the marketing and media rights of club competitions including the EHF Champions League Men + Women, the EHF European League Men + Women and EHF European Cup Men + Women.

Further information: [eurohandball.com](http://eurohandball.com), [ehfCL.com](http://ehfCL.com), [ehfTV.com](http://ehfTV.com).

## Making your application

Applications should be made in writing in English, with a current CV and a covering letter setting out why you would like to apply for the position as the Back Office Manager / Club Administration.

Applications should be sent by email to:

EHF Marketing GmbH

Nina Kernmayer

[application@ehfmarketing.com](mailto:application@ehfmarketing.com)