

Accountant

Full-time | Lausanne

Your **Mission**

At World Gymnastics, sound financial management underpins the delivery of the federation's events, memberships and services. Based at the headquarters in Lausanne and reporting to the Finance Director, the Accountant ensures the accurate, timely and compliant management of the federation's financial operations. You handle accounts payable and receivable, maintain the general ledger, manage event-related invoicing and support budget preparation and monitoring, working closely with the sport management units and other departments to guarantee correct financial data capture and standardised procedures across the organisation.

Your **Responsibilities**

- Process payments, receipts and related transactions accurately and on time, in line with internal procedures and regulatory requirements, including bank reconciliations and cash management.
- Prepare, issue and follow up invoices for events, memberships and services, ensuring correct allocation and timely collection.
- Manage and capture supplier invoices, expense allowances, employee expense claims and petty cash, ensuring proper documentation and approval processes.
- Support the Finance team in the preparation of annual and multi-year budgets, maintain budget tracking tools and provide comparative analysis between periods.
- Develop, implement and maintain standardised financial processes, templates and documentation, proactively propose improvements to processes and tools (automation, digitalisation, reporting) and train colleagues as needed.
- Liaise with sport managers and other departments to ensure accurate and complete financial information.
- Provide data, reconciliations and analysis to support internal and external financial reporting, including audits.

About **You**

- Bachelor's degree in Accounting, Finance or a related field.
- Minimum 3 years of relevant accounting experience, preferably in an international or non-profit environment; experience in an event-driven or sports organisation is an asset.
- Solid knowledge of accounting principles and financial regulations applicable in Switzerland.
- Proficiency in Microsoft Excel (advanced functions, pivot tables) and financial software, with hands-on experience in invoicing and accounts reconciliation.
- Strong analytical and problem-solving skills, high attention to detail and the ability to organise and prioritise your workload under deadlines.
- Team player with a genuine service mindset, acting as a responsive and reliable point of contact for finance questions in a multicultural organisation.
- Proactive and solution-oriented mindset, with effective communication skills and respect for discretion and confidentiality.
- Fluency in French and strong written and spoken English.
- Valid Swiss work permit.



We Offer

- Being part of a leading international sports federation and contributing to the smooth running of the organisation behind a globally recognised Olympic sport.
- A varied role within a collaborative Finance team open to new ideas, covering payables and receivables, event invoicing, budget support and process improvement.
- A human-sized, multicultural environment fostering collaboration, trust and autonomy, with room for professional growth.
- Regular interaction with sports and other departments, in an environment where your initiatives to improve the way we work are welcome and valued.

About World Gymnastics

The Fédération Internationale de Gymnastique (FIG), operating under its brand World Gymnastics™, is the international governing body recognised by the International Olympic Committee (IOC) for the sport of gymnastics. Founded in 1881, it is the oldest established international federation of an Olympic sport and has been part of the Olympic Games since their revival in 1896. FIG governs nine sports: Gymnastics for All, Men's and Women's Artistic, Rhythmic, Trampoline & Tumbling, Acrobatics, Aerobics, Parkour and Paragymnastics. Through the World Gymnastics™ brand, the federation promotes participation, inspires engagement, and supports the long-term development of the sport worldwide. FIG brings together 165 member federations and engages millions of athletes, coaches, officials, and fans, making gymnastics one of the world's most widely practiced and watched sports.

World Gymnastics™ is a trademark of the Fédération Internationale de Gymnastique (FIG).

At World Gymnastics, we foster trust, promote equality, celebrate diversity and ensure gymnastics thrives with integrity, innovation and inclusivity worldwide

APPLY NOW

Please send your applications to **hr@worldgymnastics.sport**

Only direct applications will be considered.

We believe that in order to recruit the best professionals all applications must be reviewed equally. For this reason, all the elements you wish to share with us in your file are not discriminating (photo, age, gender, location for example). We are committed to offering equal opportunities. If your application is selected, we will reach out for an introductory call. As part of the interview process, we always ensure complete insight and transparency, namely, you will have the chance to meet people who will be crucial to your future success in the role.

When applying to this career opportunity, the candidate acknowledges and agrees that, in accordance with relevant legal regulations, World Gymnastics will collect and process his/her personal information for the purpose of contacting you and to analyse if your profile meets our criteria for the job. In the absence of a favourable response from us, we will keep your personal data for a limited period so that we can contact you again if we have new job offers.