



JOB DESCRIPTION

Finance and Corporate Assistant

Rugby Europe is the regional governing body affiliated to World Rugby responsible for the promotion, development, administration and management of international competitions for the 47 member unions across Europe. The association organizes over 130 international games and 20 rugby tournaments each year, among which Men's fifteen-a-side European Championships (Championship, Trophy, Conference, Development), the Rugby Europe Super Cup club competition, U20 and U18 European Championships and all the 7s Men and Women European competitions, World Cup and Olympics Qualifiers.

Summary:

Under the responsibility of Rugby Europe Finance Director and of the Corporate Affairs Manager, the Finance and Corporate Assistant will be given a 360° exposition in a fast-growing continental sports organisation. He or she will be working in close collaboration with key executives and will be exposed to strategic decisions. He or she will be given a unique opportunity to contribute to building the future of European Rugby. After a period of adaptation, he or she will be given the opportunity to grow and to potentially work on ad hoc projects. He or she may be asked to travel across Europe to attend competitions or events. This unique opportunity is a great chance to start in the sports industry.

Missions:

- In cooperation with Rugby Europe Finance Director, the Finance and Corporate Assistant will:
 - o Contribute to bookkeeping
 - o Contribute to the elaboration of the yearly financial strategy
 - o Contribute to budgeting and reforecast exercise
 - o Contribute to strategic reflection on ad hoc topics related to Finance management
- In cooperation with Rugby Europe Corporate Affairs Manager, the Finance and Corporate Assistant will:
 - o Contribute to the management and planning of Rugby Europe Committees and sub-committees
 - o Contribute to the management and planning of Rugby Europe Board of Directors
 - o Contribute to the management and planning of events organized from time to time by Rugby Europe (General Meeting, forum, Working groups)
 - o Contribute to the implementation and the strategic reflection on Rugby Europe official documents including Discipline
 - o Contribute to ad hoc digital projects

Profile:

This job offer is dedicated to apprentices.

He or she will ideally join Rugby Europe for a period of 12 months (negotiable) on a 3 weeks / 1 week rhythm (negotiable).

Academic profile:

- Business school or equivalent
- Familiar with Finance management and accounting principles
- Familiar with Project Management method and tools
- Events organisation

Skills:

- Curious, creative, analytical, and problem-solving skills
- Strong and demonstrated rigor
- Motivated and proactive
- Excellent computer skills
- Bilingual in French and English
- Sporting experience would be a plus

Recruitment process:

- 1 - Send a CV and Letter of motivation (French or English) to secretariat@rugbyeurope.eu
- 2 - In-person interview and/or on remote interview

Compensation:

- Legal compensation foreseen by French laws for apprentices.
- 50% of Pass Navigo
- Tickets Restaurant