



# BADMINTON CONFEDERATION AFRICA

## BCA SPORTS FOUNDATION JOB ADVERTISEMENT

### Temporary Finance and Administration Manager – Maternity Cover

**Date:** 1 October 2026

The BCA Sports Foundation is seeking applications from suitably qualified, experienced and self-motivated candidates for the temporary position of **Finance and Administration Manager – Maternity Cover**.

#### About the BCA Sports Foundation

The BCA Sports Foundation, founded by the Badminton World Federation (BWF), is a legal entity established as a Charitable Foundation in accordance with the Foundations Act in Mauritius.

The Foundation supports the promotion, development and administration of badminton across Africa and works closely with the Badminton Confederation Africa (BCA), its Member Associations, the Badminton World Federation and other stakeholders.

The BCA Sports Foundation Council is responsible for the management, administration and representation of the Foundation. The administration is headed by the Chief Executive Officer.

#### Position Overview

|                              |                                                                                             |
|------------------------------|---------------------------------------------------------------------------------------------|
| <b>Position Title</b>        | Temporary Finance and Administration Manager – Maternity Cover                              |
| <b>Employment Type</b>       | Full-time, fixed-term temporary contract                                                    |
| <b>Location</b>              | BCA Headquarters, Mauritius                                                                 |
| <b>Reports To</b>            | Chief Executive Officer                                                                     |
| <b>Expected Commencement</b> | November 2026, or as mutually agreed, to allow for an appropriate handover period           |
| <b>Contract Period</b>       | For 6 months maternity-cover period, including the required handover and transition periods |

This is a temporary appointment intended to ensure continuity of BCA's finance and administrative functions during the maternity leave of the substantive Finance and Administration Manager.



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[contact@badmintonafrica.com](mailto:contact@badmintonafrica.com)



BCA SPORTS FOUNDATION

Registered under BCA Sports Foundation  
c/o Fides Trustees Level 2, Standard Chartered Tower Bank Street, Ebene, Mauritius



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## Role Description

The Temporary Finance and Administration Manager will be responsible for ensuring the effective continuation of BCA Sports Foundation's day-to-day financial and administrative operations during the maternity-cover period.

The successful candidate will work closely with the CEO, Treasurer, staff, auditors, service providers, banks and other relevant stakeholders and will be expected to maintain BCA's established financial controls, approval procedures and administrative systems.

The assignment will take place during an important period covering year-end financial closure, preparation for the 2026 external audit, statutory and financial reporting, the preparation of BCA's 2027 activities and the administration of meetings and other organizational requirements.

## Key Responsibilities

### Financial Management and Accounting

- Maintain accurate and up-to-date accounting and financial records.
- Process and record financial transactions in the accounting system.
- Maintain the general ledger and support the preparation and finalization of the year-end trial balance.
- Prepare bank reconciliations and undertake routine bank administration.
- Maintain proper cash-flow monitoring and financial controls.
- Maintain supplier accounts and process invoices and supporting documentation.
- Prepare payment schedules and coordinate approved payment instructions in accordance with BCA's established payment and authorization procedures.
- Follow up with banks and service providers on financial transactions where required.
- Ensure proper filing and maintenance of supporting documentation for all financial transactions.
- Assist in preparing management accounts, financial reports, budget reports and variance analyses.
- Support the preparation of financial reports required by BWF and other stakeholders.

### Audit and Statutory Compliance

- Prepare financial documentation and schedules required for the 2026 external audit.
- Liaise with BCA's external auditors and respond to audit information requests in coordination with the CEO and Treasurer.
- Maintain appropriate audit trails and supporting documentation.



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- Coordinate relevant statutory, tax and regulatory filings falling due during the temporary assignment.
- Ensure compliance with applicable financial policies, procedures and regulatory requirements in Mauritius.

## **Payroll and Staff Administration**

- Coordinate the preparation and processing of the monthly payroll and payslips.
- Maintain appropriate payroll documentation and records.
- Process authorized staff claims, allowances and other approved staff-related payments.
- Ensure confidentiality of payroll and other sensitive financial and personnel information.

## **Administrative Support**

- Support the CEO and Secretariat in day-to-day administrative matters.
- Maintain accurate organizational and administrative records.
- Assist with preparation and documentation for Council, Board and Committee meetings.
- Coordinate meeting documentation, including agendas, reports, supporting papers and records where required.
- Support preparations for the BCA Annual General Meeting and other governance meetings taking place during the assignment.
- Liaise professionally with internal and external stakeholders on finance and administrative matters.
- Undertake any other related finance and administrative duties assigned by the CEO during the maternity-cover period.

## **Professional Qualifications and Experience**

Candidates should possess:

- A Bachelor's degree in Finance, Accounting, Business Administration or another relevant field.
- A recognized professional accounting qualification or progress towards a qualification such as ACCA or CIMA would be an advantage.
- A minimum of three years' relevant professional experience in finance, accounting and/or financial administration, preferably at supervisory or managerial level.
- Practical experience in accounting systems, financial reporting, bank reconciliations, payments and financial record keeping.
- Experience supporting external audits and preparing audit documentation.
- Good knowledge of statutory, tax and financial regulatory requirements applicable in Mauritius.



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- Proficiency in Microsoft Office applications, particularly Microsoft Excel.
- Experience working within a sports organization, foundation, association, NGO or similar environment would be an advantage.

## **Knowledge and Skills**

The successful candidate should:

- Have excellent written and spoken English.
- Demonstrate a high degree of accuracy and attention to detail.
- Have strong organizational and time-management skills and the ability to work within strict reporting deadlines.
- Be able to work independently while maintaining effective communication with management and other staff.
- Demonstrate integrity, reliability and sound professional judgement.
- Maintain strict confidentiality in relation to financial, payroll, personnel and organizational information.
- Be adaptable and capable of taking over established financial and administrative processes within a short handover period.
- Have strong interpersonal skills and the ability to work effectively with auditors, banks, service providers, staff and governance officials.

## **Eligibility to Work in Mauritius**

Applicants must have the relevant government permission, permit or legal entitlement to work in Mauritius for the duration of the temporary appointment.

## **Remuneration**

An appropriate remuneration package will be offered, commensurate with the successful candidate's qualifications, experience and the temporary nature of the appointment.

## **How to Apply**

Interested candidates should submit the following to:

**[contact@badmintonafrica.com](mailto:contact@badmintonafrica.com)**

- An application and motivation letter;
- A detailed Curriculum Vitae, including at least two professional references; and
- Copies of relevant academic and professional qualifications.



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Please use the email subject:

**Application: Temporary Finance and Administration Manager – Maternity Cover**

**APPLICATION DEADLINE: FRIDAY, 30 OCTOBER 2026**

Only shortlisted candidates will be contacted for interviews.

The successful candidate will be expected to be available for an appropriate handover with the substantive Finance and Administration Manager before commencement of the maternity-cover period.

*BCA Sports Foundation is an equal opportunity employer and reserves the right not to make an appointment following this advertisement.*



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