



BCA SPORTS FOUNDATION

02/04/2024

Job Description

Finance and Administration Manager

The BCA Sports Foundation is seeking applications from the most suitably qualified, experienced, self-driven with mature disposition to fill in for the position of the **Finance and Administration Manager** of the Foundation.

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 Foundation Act in Mauritius, with the primary goal of promoting and developing the sport of Badminton on a continental scale across all African countries. Envisioned under a set of charitable purposes, the foundation is committed to organizing, conducting, and presenting continental Badminton competitions in collaboration with 49 member countries, ensuring they meet the highest standards endorsed by the founder.

At the heart of its mission, the foundation upholds the founder and its own Statutes, managing funds responsibly and sustainably to achieve its objectives. The BCA Sports Foundation actively works towards advancing the interests of Badminton from a continental perspective, striving to realize the overarching goals of the foundation.

The BCA Sports Foundation Council has the responsibility to manage, administer and represent the Foundation. The BCA Sports Foundation administration is headed by the CEO who leads a current workforce of 5 full-time staff based in Mauritius and other African countries.



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Role Description

The Finance and Administration Manager at BCA Sports Foundation plays an important role in managing financial operations and supporting administrative functions during the board, committee and BCA Sports Foundation annual general meetings. He or she is instrumental in steering the financial and administrative compass of the organization. This pivotal role requires a seasoned professional with a robust background in finance and administration, coupled with a profound understanding of the finance regulatory landscape in Mauritius.

Position Overview

Position Title	<i>Finance and Administration Manager</i>
Part / Full Time	<i>Full time</i>
Location	<i>Intended BCA headquarters in Mauritius or as decided by BCA</i>
Reports To	<i>BCA CEO</i>



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Key Responsibilities:

Financial Management:

- Collaborate closely with the Treasurer to maintain meticulous financial records.
- Establish and maintain an organized repository of financial files and records, ensuring accessibility and compliance during audits.
- Prepare and organize documents for internal and external audits, facilitating a smooth and transparent audit process
- Spearhead payment processes, exercise judicious cash control, and ensure unwavering adherence to financial policies.
- Play a pivotal role in budget preparation and the development of comprehensive financial statements, encompassing income statements and balance sheets.
- Establish and meticulously maintain supplier accounts, proficiently process invoices, and ensure accurate documentation in our advanced accounting system.
- Prepare insightful bi-monthly reports, conduct in-depth variance analyses, and liaise effectively with external auditors during the annual BCA audit.
- Safeguard cash controls, diligently oversee the cash flow account, and fortify the security of all bank accounts.

Administrative Support:

- Offer indispensable support to the secretariat in day-to-day administrative matters.
- Undertake assigned duties with precision, ensuring the seamless functioning of our office environment.
- Foster effective communication by adeptly liaising with both internal and external stakeholders
- Coordinate and assist in the preparation of materials for Board and Committee meetings, ensuring timely distribution to relevant stakeholders.
- Facilitate communication between Board members, scheduling meetings, and maintaining accurate records of discussions and decisions.
- Collaborate with committee chairs to ensure efficient functioning and timely follow-up on action it
- Take a lead role in organizing and coordinating logistics for the Annual General Meeting, including venue arrangements, participant registrations, and material preparation.
- Work closely with the CEO and relevant departments to compile comprehensive reports and presentations for the AGM.
- Ensure all necessary documentation is prepared, distributed, and archived in compliance with organizational policies.
- Serve as a primary point of contact for internal and external stakeholders seeking information or assistance related to administrative matters



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- Cultivate and maintain positive relationships with key stakeholders, promoting effective communication and collaboration.
- Oversee the maintenance of accurate and up-to-date records related to administrative activities, ensuring compliance with regulatory requirements.

Selection Criteria

To be considered for the position, candidates will require both personal and professional skills listed below:

A) Professional Qualifications & Experience:

- A Bachelor's degree in either Finance, Accounting, or Business Administration.
- Possess professional certification (e.g., ACCA, CIMA), shall provide a distinct advantage.
- Familiarity with government regulations and possess relevant permits to work in finance in Mauritius.
- Exhibit proficiency in financial software and the Microsoft Office Suite.
- Possess a minimum of 3 years work experience at a similar managerial position.

B) Knowledge and Skills

- Proficiency in written and spoken English. Knowledge of French, written and spoken, is a must.
- Demonstrate proficiency in Finance and Administration guidelines, showcasing a mastery of industry best practices.
- Communicate with eloquence, both in written and verbal forms, portraying a keen attention to detail.
- Uphold a diligent work ethic, delivering assignments and reports punctually while respecting established deadlines.
- Embrace a collaborative mindset, actively contributing to the identification and mitigation of financial and administrative risks.
- Exhibit a high level of competence in financial software applications and the Microsoft Office Suite.
- Interact with empathy, integrity, honesty, courtesy, and a strong sense of responsibility in all professional interactions.
- Uphold stringent confidentiality standards and adhere rigorously to established guidelines



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- Showcase a steadfast sense of responsibility, reliability, and proficiency in all undertakings.
- Demonstrate a high degree of self-motivation, adaptability, and an unwavering commitment to duty.
- Present an enthusiastic personality, equipped to navigate uncertainties with resilience.
- Possess a proven ability to build and maintain effective relationships across diverse stakeholders

An attractive remuneration package shall be commensurate to candidates' qualifications, skills and experience.

How to Apply:

Interested applicants are invited to send the following documents to contact@badmintonafrica.com

- An application and motivation letter
- A detailed CV with minimum 2 references.
- A passport sized photo
- Relevant certificates and other documentations.

Application Deadline- **19th April 2024**

Please use the subject line "Application: BCA Finance and Administration Manager."

Note:

BCA Sports Foundation is an equal opportunity employer. Only shortlisted candidates will be contacted for interviews. The successful candidate must have the relevant government permission/permit to work in Mauritius.

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

The BCA Sports Foundation reserves the right not to make any appointment following this job advertisement.