



## We are looking for volunteer as

# Head of Finance

SUP Suisse was founded as a subsidiary of Swiss Canoe and Swiss Surfing at the end of 2020 and has been appointed responsible for the Swiss SUP national team and SUP surfing in Switzerland. Its main goal is to unite the SUP community in Switzerland and converge the efforts made by both overlying organisms. SUP Suisse shall grow into a knowledge hub and offer services to the various sections of the sport from paddling, touring, racing to surf and everything in between.

## Description

You will be responsible for all financial matters at our association. With our sophisticated membership and financing tool, you will manage memberships and be responsible for invoicing. The planning of the association finances will also be one of your responsibilities. This job will be on a voluntary basis.

## Your Responsibilities

- Annual budget and financial statements
- Cash management and payment of invoices
- Administration and memberships
- Controlling of membership payments

## Your Knowledge

- Experience and interest in accounting and finance
- Self-employed, initiative, flexible and reliable working methods
- Good understanding of financing software
- Knowledge of the SUP community is an advantage
- Fluent written and spoken in either English or German, French and Italian an advantage

## What We Offer

An exciting and varied challenge with a fast-growing sport, with a significant degree of scope and creative freedom. Your involvement directly impacts the further development of the association and the sport. We are a dedicated and motivated team that volunteers for the association, the community and the sport.

Interested in getting involved? Contact us at [hello@supsuisse.ch](mailto:hello@supsuisse.ch)