



## Job Description

Employee's name:		
Starting date in this position:		Version of job description: 01

### POSITION

Position name	Finance and Administration Project Manager
Department	Operations Department
Place of work	Budapest, Hungary (full time office-based role)
Purpose of the job	<p>The Finance and Administration Project Manager sits within the ICF Operations Department and reports directly to the Global Operations Director. The role is responsible for supporting operational administration and financial management in Hungary, while also coordinating financial administration across the ICF's three offices in Lausanne, Budapest and Hangzhou.</p> <p>The purpose of the position is to ensure robust financial management, effective collaboration with internal and external stakeholders, and full alignment with Paddle Worldwide's global development strategy.</p> <p>In addition, the role oversees the coordination and monitoring of financial aspects linked to cross-departmental projects.</p>
Primary tasks and responsibilities	<p><b>Finance management</b></p> <ul style="list-style-type: none"><li>• In collaboration with the ICF accounting company, manage the ICF Business Central environment.</li><li>• Develop and support dashboards ensuring a strong and live finance management.</li><li>• Optimise and ensure the implementation of ICF budget and financial policies.</li><li>• Act as the primary point of contact between the accounting team and the ICF management team.</li><li>• Manage the relationship between the ICF clients and vendors on the topic of finance management.</li><li>• Ensure all project activities and processes adhere to best general international accounting practice, specific tax regulations and ICF analytical accounting framework.</li><li>• Coordinate and oversee finance management of all projects across the organisation.</li><li>• Manage workflows and reporting using Asana, ensuring agreed objectives and timelines are met.</li><li>• Provide progress reports and risk assessments to the Global Operations Director and Secretary General.</li><li>• Support improvements in workflows, reporting structures, and operational alignment across offices.</li></ul>

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Other tasks	<ul style="list-style-type: none"> <li>The employee is also required to perform additional tasks as instructed by their supervisor, provided such tasks fall within the scope of their responsibilities or are reasonably assigned based on their knowledge, qualifications, or business considerations.</li> </ul>
Education and Qualification requirements	<p><b>Education and Skills Requirements:</b></p> <ul style="list-style-type: none"> <li>University degree in finance / accounting management.</li> <li>Experience in accounting and budget management.</li> <li>Experience in sports environment or similar contexts.</li> <li>Proficiency and professional experience in Business Central (essential).</li> <li>Experience creating reports and dashboards using Power BI and Power Automate.</li> <li>Proficiency in Asana or equivalent project management tools (essential).</li> <li>Proficiency in Hungarian Accounting Standards and Tax system.</li> <li>International perspective with the ability to operate across multi-location and cross-cultural environments.</li> <li>Strong organisational and coordination skills.</li> <li>Excellent written and verbal communication skills in Hungarian and English.</li> <li>Knowledge of additional languages is an asset.</li> </ul>

### STRUCTURE

Reporting to	Global Operations Director
Subordinates	None
The position holder can be replaced by	Another member of the Operations Department, as assigned by the Global Operations Director.
The position holder can replace	Other Project Managers

### SIGNATURES

I, the undersigned employee/manager, declare that I have read this job description, that both parties have understood its contents and that I acknowledge them as binding by signing it. One original copy has been distributed to the employee and the manager. The validity date is determined by the signatures below.

Employee:	Signature/date:
Manager:	Signature/date:

### TRACKCHANGES:

Version:	Change:
01	New document