

Brøndby, 15 July 2026

Badminton Europe is seeking a Finance & Administration Manager for a full-time position at its Head Office in Brøndby, Copenhagen, Denmark

JOB DESCRIPTION

About Badminton Europe

Badminton Europe is the Continental Confederation for badminton in Europe, representing and supporting 53 Member Associations and working closely with the Badminton World Federation, European institutions, commercial partners, and the wider international sports community.

From our headquarters in Brøndby, Copenhagen, our team drives a broad range of activities across Europe — from international events and development programmes to governance initiatives, commercial projects, and services that support the growth of badminton at all levels.

We are now looking for an experienced and proactive Finance & Administration Manager to take a key role in our organisation. This is an opportunity to lead and further develop our financial, HR, compliance, and administrative functions, while contributing directly to the continued professionalisation and development of badminton in Europe.

The Role

Reporting directly to the General Secretary, the Finance & Administration Manager will play a central role in the leadership and continued development of Badminton Europe's financial, HR, compliance, and administrative functions.

This is a key position for someone who enjoys combining strategic overview with hands-on responsibility. The successful candidate will help strengthen financial governance, improve reporting and controls, ensure compliant and efficient HR and administrative procedures, and support the organisation with clear, reliable, and decision-focused financial information.

The role offers an opportunity to make a visible impact on Badminton Europe's continued professionalisation by improving financial analysis, automation, budget follow-up, forecasting, compliance awareness, and proactive management support.

Key Responsibilities

The Finance & Administration Manager will lead and manage Badminton Europe's financial processes, including budgeting, forecasting, cash flow, bookkeeping, invoicing, payments, reconciliations, payroll, year-end accounts, audit coordination, and compliance with relevant Danish accounting, tax, VAT, payroll, and regulatory requirements.

The role will also be responsible for producing clear and timely financial reports for management, the Board, committees, and relevant stakeholders. A key part of the position will be to analyse financial performance, strengthen internal controls, improve reporting tools and procedures, support automation, and provide proactive recommendations to management.

In addition, the Finance & Administration Manager will support HR administration and internal compliance processes, including salary administration, pension and banking matters, staff records, holidays, sickness absence, working-from-home arrangements, insurance, anti-money laundering requirements, and relevant administrative procedures.

The position will also support project budgeting, EU-funded and other development projects, commercial activities, and financial assessments of contracts, including budget implications, risk exposure, payment structures, and financial obligations.

As a key member of the management team, the Finance & Administration Manager will provide financial guidance across departments and contribute to organisational planning, risk management, operational improvements, and decision-making.

Profile

We are looking for an experienced finance professional with a strong background in financial management, accounting, reporting, budgeting, payroll, and compliance. The ideal candidate combines technical expertise with sound judgement, strong analytical skills, and the ability to turn financial information into clear recommendations for management.

The candidate should be proactive, structured, solution-oriented, and comfortable working both strategically and hands-on in a small international organisation. Strong communication skills, integrity, discretion, and the ability to manage confidential information are essential.

Experience with financial systems, reporting tools, automation, advanced Excel, audit processes, HR administration, and staff-related procedures will be important. Knowledge of Danish financial, tax, payroll, employment, and administrative regulations would be an advantage.

Experience from an international organisation, association, federation, NGO, sports organisation, or another stakeholder-driven environment would be valuable, as would experience with project and grant management, governance structures, commercial contracts, banking compliance, risk controls, or working with legal advisers.

An interest in sport and the international sporting environment would be considered an advantage.

What We Offer

Badminton Europe offers a key management position in a respected international sports organisation, with an international working environment and colleagues and stakeholders from across Europe.

The role offers significant responsibility and influence on organisational development, including the opportunity to strengthen and modernise the organisation's financial systems, reporting, compliance, HR administration, and internal processes.

Salary and employment terms will be based on qualifications and experience.

The role is based at Badminton Europe's Head Office in Brøndby, Denmark. Applicants must have, or be able to obtain, the right to work in Denmark.

The preferred candidate should fit well into an international, dynamic, and sporting environment.

Candidates, who would like to know more about the position before applying, are welcome to send an e-mail to General Secretary, Brian Agerbak: brian.agerbak@badmintoneurope.com.

Interested applicants are invited to send a written motivational letter and a detailed CV by e-mail to:

Pernille Karholt
Executive Assistant
Badminton Europe
E-mail: pernille.karholt@badmintoneurope.com

Please mark the application: Finance & Administration Manager.

All applications must reach the above address by Thursday 6 August 2026.

Interviews will be held virtually and are foreseen for the week starting 17 August 2026. The interview panel is expected to include a BWF representative, the Director for Finance, and the General Secretary of Badminton Europe.

Only short-listed candidates will be notified.

The selected candidate is expected to start in October 2026.