**Operations Coordinator (part-time)**

Location: Remote with some travel to London office required

Salary: 23,200 pro rata

**About For Life Thailand**

For Life Thailand is a small UK registered charity working to support Thailand’s most vulnerable children. In association with our partner organisation in Thailand, we provide life-changing services to children with disabilities and their families.

For Life raises funds and develops exciting partnerships to raise awareness of the cause. We also recruit, screen and train professional volunteers to deliver much-needed services for children with disabilities in Thailand.

**Job Purpose**

The Operations Coordinator position holds responsibility for the charity’s day-to-day financial operations and volunteer management. The role will support the Managing Director in the development of the charity’s capacity to meet its core aims and objectives.

**Role Responsibilities:**

Financial Operations

* Deliver day-to-day financial data entry using CRM and accounting software;
* Accurately process & maintain records relating to donations and financial transactions;
* Support the monthly reconciliation of credit cards and bank statements;
* Prepare financial data for quarterly finance meetings and annual account submission and examination;
* Accurately record restricted gift transactions;
* Prepare transfer documents for international grant-making;
* Support the Managing Director to ensure that all legal responsibilities are met with regard to charity and company legislation;
* Prepare Gift Aid claims for HMRC;
* Make payments as agreed with the Managing Director;
* Provide the Independent Accounts Examiner with supporting documents and reports to fulfil financial audit;
* Store and manage data in line with Data Protection Law;
* Ensure responsibility for banking cheques and managing petty cash and staff/volunteer expenses.

Volunteer Coordination

* Development and coordination of the charity’s volunteer programme, post Covid-19;
* Work with the Managing Director to deliver HR administration for volunteers, including coordinating recruitment, screening, training, and post-placement evaluation;
* Development of induction handbook for volunteers;
* Manage the DBS screening system;
* Assure For Life’s volunteer programme remains ethical and in keeping with safeguarding best-practices;
* Deliver online and in-person training to prospective volunteers;
* Work closely with the Development Director in Thailand to prepare for volunteers, including supporting visa application, up-to-date Covid-19 guidelines and immigration/travel advice;
* Support volunteers with travel arrangements prior to their departure;
* Provide ongoing pastoral support to volunteers in the field.

Other

* Support the donor stewardship journey;
* Minute-taking and preparation/circulation of minutes for quarterly Trustee meetings;
* Work as a key member of the team, supporting major events and activities.

**Person Specification:**

We are looking for a skilled coordinator, with experience in a small but busy office environment. The candidate must have experience in financial administration, bookkeeping, volunteer support and have worked with accounting software. The candidate will meet the following criteria:

**Essential:**

* Experience in book-keeping and reconciliation
* Professional experience using accounting software
* Experience in financial transaction / data entry and management
* Quick to learn new systems and software
* Experience in donor stewardship and gift management
* Experience with supporting volunteers and/or small teams
* Responsive to changes in workload with a “hands-on” approach
* Highly organised and efficient with excellent attention to detail
* Excellent written and communication skills
* Commitment to work within the aims, values and ethos of the charity
* Ability to solve problems and work under own initiative

**Desirable:**

* Experience in business banking processes
* Previous experience in the charity sector
* Understanding of Thailand and/or disability

**To Apply:**

Apply on our website at [www.forlifethailand.org/jobs](http://www.forlifethailand.org/jobs)

Applications close Thursday 4th November 2021.