



Job title: Operations Manager

Salary: GBP 35,000 – GBP 43,000 / EUR 41,500-EUR 50,000

Status: Fixed term contract: 1-year initial contract with the possibility to extend, funding dependent

Term: Full time | 37.5 hours per week

Location: Home based in the Netherlands or the UK

Start Date: As soon as possible

We are looking for a skilled Operations Manager with hands-on experience to join our team. This role supports the delivery of Capitals Coalition's ambition and operational plan through the delivery of central organizational functions including finance, contracting IT, and governance. It is supported by the Operations Director and works closely with the Grants and Finance Officer and People Manager.

You will work closely with skilled and supportive colleagues to make sure that all aspects of operational management are delivered timely and accurately. You will also work collaboratively with colleagues across the organization to support the unique and inspiring work we deliver. We are a growing organization, and this is a unique opportunity to grow with the organization.

If you have a strong 'can-do' attitude, great financial, project management and organizational skills, can work independently, and thrive with a varied workload – then this role is for you.

KEY RESPONSIBILITIES

- Process monthly financial reconciliation data, maintaining accurate records of income and expenditure and compiling monthly cash flow and variance reports.
- Assist in the development of restricted grant budgets, project planning and reporting for donors.
- Assist in the preparation of organizational budgets and accounts (quarterly reports and annual accounts).
- Act as a point of contact for queries relating to contracts and data protection, producing and / or reviewing draft documents as required.
- Support the delivery of Coalition grants and contracts by recording expenditure accurately and preparing grant reports as required.
- Act as a point of contact for external bookkeeping and payroll services, dealing with queries relating to income and expenditure posting, invoicing and salary payments. Provide project management support and oversight for a small number of key grants and contracts.
- Support the effective delivery of Coalition work by maintaining an understanding of IT issues and requirements and troubleshooting any issues which may arise. While our central IT function is hosted by a partner organization, we work with a range of online tools including Zoom, Capsule, and MailChimp.
- With the Operations Director, support Management and Supervisory Board Meetings through the preparation of agendas, meeting papers and financial reporting.



- Manage the Coalition's travel support relationships including via annual insurance and liaising with travel providers.
- Undertake ad-hoc administrative, communications and development tasks as required by the team.

SKILLS AND KNOWLEDGE

- Experience in the principles and practices of operational management in a medium sized (non-profit) organization;
- Experience in the principles and practices of financial management in a medium sized (non-profit) organization;
- Experience in or willingness to learn about managing reporting for restricted grants from a variety of donors including state sector grants, EU grants and private trust donors or the willingness to learn;
- Experience in developing, interpreting and implementing contract requirements;
- Excellent working knowledge of Excel;
- Experience with online financial software (e.g., Exact) is desirable;
- Excellent literacy, numeracy and IT skills, including data manipulation;
- Comfortable with a high degree of autonomy and independent working (home based) and a proven ability to self-motivate and take the initiative;
- Collaborative, personable, engaging and able to work with people from all cultures and backgrounds;
- Proven ability to present complex information in a concise and compelling way;
- Proven ability to plan work effectively, deliver on tight deadlines and manage competing demands;
- Excellent verbal and written communication skills in Dutch and English;
- High levels of attention to detail and accuracy.

HOW TO APPLY

We are looking for a colleague to work with us full-time (37.5 hours p/w) as soon as possible. The successful candidate **must be based in and eligible to work in the Netherlands or the UK**. The Capitals Coalition offers a range of benefits alongside a competitive salary and a great place to work, including pension, enhanced sick pay, and flexible working. All staff at the Coalition provide their own IT equipment, including laptop and phone; the Coalition offers an annual Bring Your Own Device allowance.

To express your interest and **request a copy of the application form** please send an email to: info@capitalscoalition.org

Please send a completed application form (*do not convert it to PDF*) to info@capitalscoalition.org by **12 noon (CET) on Friday 17th February**.

Please state the role in the subject line and kindly note that only short-listed candidates will be contacted.

Please be aware that, for this role, Capitals Coalition will be reviewing applications as we receive them. If we are able to fill the post we will hold interviews and close applications before the deadline.

First round interviews are planned for no later than **Wednesday 22nd February 2023**.



**CAPITALS
COALITION**

For any queries about the role please contact info@capitalscoalition.org

The Coalition consists of organizations from all around the world and with people of different gender, race, age, religion, sexual orientations, physical abilities, geography, political affiliation, and country of origin, and as much as possible we want this to be reflected in our team. We are committed to promoting a diverse and inclusive community and we welcome applications from all backgrounds.