

GORM: Operations and Finance Coordinator (Part Time)

(<https://www.activelink.ie/node/115626>)



OPERATIONS AND FINANCE COORDINATOR

Closing Date for applications is Midnight, 30 May 2025

Application should be made via THIS FORM

(https://docs.google.com/forms/d/e/1FAIpQLSdSWu2kPJOWXFcLvVNEhivrFOsITlodAswsfUIVwj_8CPtp3w/viewform)

About GORM:

GORM is an award-winning start-up social enterprise on a mission to unify across differences and advance belonging for marginalised communities. GORM's vision is to spark a movement of unity and shared understanding through intercultural media and education. We aid in the sustainable goals of (4) quality education, (10) reducing inequality and (16) peace justice & strong institutions.

Role description:

As the Operations and Finance Coordinator at GORM, you will support the administrative, operational, and financial activities of the organisation. Your responsibilities will primarily include supporting in programme logistics such as project & event coordination & reporting, and ensuring smooth financial operations, such as managing financial transactions, processing invoices, reconciling bank statements, and preparing financial reports. Your role is essential in keeping our operations and finances running smoothly.

Employment Terms:

- **Reporting to:** Beatriz Gomez Moreno, GORM Chief Operating Officer
- **Salary:** €32,000 per annum (pro-rated for part-time)
- **Working Hours:** Part-Time (20 hrs a week) - Primarily 9am - 1pm weekdays.
- **Duration:** 2 year contract (6 - month probation) - continuation on the condition of funding
- **Location:** Remote (Ireland) with a requirement to be at the office (Dublin 24) to attend meetings/training and programme/community activities where necessary.
- **Benefits:**
 - For part-time employees, the entitlement is calculated as 8% of the total hours worked;
 - 1 Mental Health Day in the Year;
 - Flexible workplace condition;
 - Employee Assistant & Mental Health Programme;
 - 3% Pension Contribution
- **Growth opportunities:** we are an ambitious team that expects a steep growth trajectory and geographical expansion which means you could grow with us.
- A team that genuinely cares about each other and is exceptionally passionate about improving the world. We are a close-knit team that values connection more than most organisations.

Responsibilities:

Financial Support:

- Manage financial transactions, including invoicing, payments, and bank reconciliations.
- Process invoices and track project expenses accurately.
- Support the preparation of financial reports for internal and external stakeholders.

Operations Support (Mainly in GORM Programme):

- Administrative tasks to support programme and event execution, including:
 - Coordinating contracts for programme participants, event vendors, and stakeholders.
 - Maintaining accurate records by updating our project management software
 - Supporting event logistics, including venue coordination, scheduling, communications and materials preparation.
 - Ensuring programme and event timelines are adhered to by providing regular operational updates.
 - Supporting the creation of reports to stakeholders and funders.

General Administrative Support:

- Coordinate day-to-day administrative tasks, such as scheduling, correspondence, and document management.
- Collaborate with team members to facilitate smooth operations across all GORM activities.

Skills and Attributes:

Qualifications and Experience:

- 2 years previous experience in administrative, finance, or operations roles (social enterprise experience is a plus).
- Strong organisational skills and attention to detail.
- Excellent communication and collaboration skills.
- Ability to manage multiple tasks effectively within a part-time schedule.
- Proficiency in Google Workspace (Google Sheets, Google Docs, Google Forms)
- Knowledge of Bookkeeping Softwares such as ZOHO Books, and Pleo.

Desirable Skills:

- Experience with project management software (e.g. ASANA).
- Problem-solving and decision-making skills in dynamic environments.

The ideal candidate will:

- Align with GORM's Vision, Mission, and Values.
- Demonstrate strong organisational skills and attention to detail.
- Be a self-starter with the ability to prioritise and balance conflicting demands.
- Exhibit strong soft skills, including empathy, good listening skills, and adaptability.
- Possess a proactive attitude and willingness to take feedback and learn.

Disclaimer

GORM is an equal opportunity organisation and we strongly believe that Equity, Diversity and Inclusion equate to success. The work we do is underpinned by respect, equality, human dignity, inclusion and diversity. GORM staffmembers will be expected to engage (directly/indirectly) with a diverse range of communities over the course of their employment. These include (but are not limited to):

- Different Genders
- Culturally/Ethnically Diverse Communities (e.g. Migrant Communities, Traveller Community)
- LGBTQ+ Communities
- Disabled Communities (Visible & Invisible Disabilities)
- Communities of lower socio-economic backgrounds
- Communities with different religions (e.g. Sikh, Muslim, Jewish)

In alignment with GORM's values and mission to unify across differences, all GORM staff must agree to engagement (directly/indirectly) with **ALL** of the above communities (and their intersections).

Note: Training will be provided for staff with ongoing & direct engagement with targeted underrepresented communities.

Recruitment Process:

1. **Intake Round:** Submit an application for the position via [THIS FORM](https://docs.google.com/forms/d/e/1FAIpQLSdSWu2kPJQwXFcLvVNEhivrfOSlTlodAswsfUIVwj_8CPtp3w/viewform) (https://docs.google.com/forms/d/e/1FAIpQLSdSWu2kPJQwXFcLvVNEhivrfOSlTlodAswsfUIVwj_8CPtp3w/viewform). The deadline for the receipt of applications is **30 May 2025** at midnight.
2. **Round One:** If you are shortlisted to move forward, you will have a 30-45 minute interview with GORM COO and Programme & Community Manager (at the same time).
3. **Round Three:** The finalist will be selected to join GORM under a 3 month probation.

Be advised that any offers are subject to reference checks and Garda clearance.

Any queries regarding this role may be directed to info@gormmedia.com (<mailto:info@gormmedia.com>)

Region

Remote / Dublin 24

Date Entered/Updated

14th May, 2025

Expiry Date

30th May, 2025

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