



# Job Description

## Finance & Administration Lead (Bali)

‘Global Impact, with a Local Approach’

Think Pacific 2023 ©

Think Pacific Foundation Think Pacific Foundation, 22 Disraeli Road, Suva, Fiji Islands, FJ989.  
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# About Think Pacific...

## Global Mobility Projects

Think Pacific is a UK social enterprise and registered Fijian Charity with over 10 years' experience supporting Government Ministries, NGOs, local enterprises and business partners to achieve ethical, responsible and sustainable development, whilst allowing international students to have a self-developing and rewarding global experience. Central to our impact is our support for the UN Sustainable Development Goals.

Think Pacific works with educational institutions across the globe to design and deliver mobility and remote programmes that consider their needs and foster learning, understanding and personal and professional development for learners.

- Established in 2009, at the University of Leeds, UK
- Office bases in Suva, Fiji & Leeds, UK
- MOU agreements and long term partnerships with Government Ministries
- All programmes support the UN Sustainable Development Goals
- Partnered with 100+ Fijian organisations
- Partnered with 90+ educational institutions globally (Higher Education and FE)
- Formal partnerships with University of the South Pacific and Fiji National University
- 8000+ participants on mobility and remote programs since 2009
- Over \$10m (FJ) invested into the Fiji Islands
- Focused on expanding aims and initiatives to support global initiatives

# Think Pacific - Mission, Beliefs & Values

## Mission

"Creating positive cultural exchange, which invests in Indonesia and Fiji's future"

## Beliefs

1. *Partnerships* - Collaboration at all levels of planning, preparation and implementation
2. *Learning* - Emphasis on learning and understanding before contributing
3. *Focus* - Our focus upon Bali and Fiji creates meaningful relationships and specific local outcomes

## Values

1. *Passion*; to drive and achieve TP's mission, beliefs and values
2. *Mindset*; always be a positive role model by seeking solutions and outcomes
3. *Resilience*; can achieve goals and motivate others despite new and challenging environments
4. *Humility*; be humble, respectful and mindful in all that we do
5. *Accountability*; always take responsibility for our energy, impact and standards
6. *Collaboration*; value of working together
7. *Aspiration*; aspiring to always improve, become better and achieve more

# Bali Programmes

## Meaningful Programmes in Indonesia

In May 2024 Think Pacific will launch new projects in Bali. Our vision is to replicate the huge success of our operations in Fiji and create a range of projects that enable international students to gain practical work experience and unique cultural insight in Bali, whilst supporting local aims and ambitions. This is an exciting and transformational period for our organisation. Our vision is to have a permanent staff team and office in Bali, facilitating global experiences for hundreds of international students annually.

### Key aims objectives (12-18 Months)

- Registering Think Pacific as a business/ Organisation in Bali
- Establishing trusted and respected relationships with communities, officials, partner organisations, businesses and third parties within Bali for all project deliverables
- Creation of a **Mental Health Project** in Bali, Launching **May 2024**
- Creation of a **Global Team Internship** in Bali, Launching in **May 2024**
- Creation of several shorter (2 week) **study tours** in Bali, covering a range of themes, with all itineraries to be created by December 2023, for delivery from October 2024
- Creation of a **Remote Internship** programme in Bali (launch TBC)
- Planning costings and itineraries for all projects to be delivered to specification and within budget
- Planning of all logistics and health and safety requirements for projects
- Building a local and trained staff team to deliver the projects within Bali
- All projects will include sustainable local benefit to Balinese communities and organisations, embedded from the outset.

# Finance & Administration Lead (Bali)

## Detail

**Title:** Finance & Administration Lead

**Department:** Indonesia

**Location:** Remote/home-based in Bali. However, we encourage the team to work together during the week on set days from a remote office location in Ubud TBC. The role will require travel to different settings and provinces in Bali for meetings, research, and to carry out financial and administration tasks.

**Reporting to:** Operations Manager

**Salary:** Competitive local salary: IDR 10,000,000 / per month

**Start date:** 1st February 2024

**Contract:** 1 year fixed term contract (reviewed on annual basis)

### Hours:

- 40 hours per week
- Remote working hours are flexible but expected to be 9am-6pm for planning, preparation and administration. However, some travel or meetings (including zoom meetings with the UK team may take place outside of this time).
- 'On call' duties will be required on certain periods of the year, 24 hrs per day on rota basis

## The Role

### Overseeing all financial operations and administration of Think Pacific in Bali, Indonesia

This is an opportunity to make a vital impact in the design, delivery and development of strong financial and admin structures to support our new projects as we start a new phase in our organisation's history. The ideal candidate will have a good understanding of working with international students on mobility projects, study tours or volunteer projects in Bali. Crucial to the role is the ability to oversee large international payments (including payments to partners and third parties), manage petty cash flows, process team expense receipts, and manage administration tasks. You will liaise regularly with the UK Head Office, payments team and accountant. You will also work closely in Bali with the Regional Manager, and you will be line Managed by the Operations Manager, as we prepare to launch a range of new projects and study tours including a Mental Health Placement and a Global Team Internship in May 2024.

The role requires an individual who has experience in finance, is diligent with strong organisational and interpersonal skills, a professional attitude, flexibility to adapt to changing needs and able to handle difficult situations and problems that arise quickly, with care and sensitivity.

## Role & Responsibilities

### February - May 2024

From the start of the contract until May 2024, the role will be heavily focused on building and formalising new finance and administrative structures for Think Pacific as they prepare to launch their projects in May 2024. This will include managing international payments from the UK Head Office, and overseeing the creation of a financial database for Bali operations. You will work closely with the Operations Manager to ensure preparations are complete before the launch of the projects in May 2024, completing admin tasks as required. In addition, you will support the translation of documents from English to Bahasa Indonesian as required, and lead with the creation of key documents for volunteers and project partners. You will also be responsible for ensuring all written documents, including MOUs, risk assessments, policies and procedures, are completed to a high standard, and available to project partners if requested.

### Mental Health Project - Planning & Strategy

Under the direction of the Operations Manager:

- **Finance:**
  - You will develop a financial recording system for all Bali financial operations, including all payments and outgoings relating to the Mental Health Placement.
  - You will oversee all prepayments and deposits required for the operation of the Mental Health Placement.
  - You will ensure that we meet local laws and regulations relating to international payments and financial management of an international organisation.
- **Administration:**
  - You will oversee all administrative tasks related to the Mental Health Placement.
  - You will take notes/minutes in all Think Pacific management meetings.
  - You will take notes/minutes in all Think Pacific partnership meetings.
  - You will support the Partnerships Manager in the creation of MOUs for all mental health project partners.
  - You will support the Management team in the creation of training materials and content for staff training, and volunteer briefings.

- You will work closely with the Think Pacific Operations Manager to support the administration of the schedules and timetables for the Mental Health Placement.
- Complete all other required administration and reporting.

## Global Team Internship - Planning & Strategy

Under the direction of the Operations Manager:

- **Finance:**
  - You will develop a financial recording system for all Bali financial operations, including all payments and outgoings relating to the Global Team Internship.
  - You will oversee all prepayments and deposits required for the operation of the Global Team Internship.
  - You will ensure that we meet local laws and regulations relating to international payments and financial management of an international organisation.
- **Administration:**
  - You will oversee all administrative tasks related to the Global Team Internship.
  - You will take notes/minutes in all Think Pacific management meetings.
  - You will take notes/minutes in all Think Pacific partnership meetings.
  - You will support the Partnerships Manager in the creation of MOUs for all Global Team Internship project partners.
  - You will support the Management team in the creation of training materials and content for staff training and volunteer briefings.
  - You will work closely with the Think Pacific Operations Manager to support the administration of the schedules and timetables for the Global Team Internship.
  - Complete all other required administration and reporting.

## Other duties

- Support the translation of documents from English to Bahasa Indonesian as required.
- Lead with the creation of key documents for volunteers and project partners.
- Support the Regional Manager and Operations Manager to create any documents/MOUs to maintain relationships with other key partners:
  - Accommodation - Briefing
  - Accommodation - Debrief
  - Team Building camp - Bali Kuno
  - Village accommodation - Mas Village
- You will be responsible for ensuring all written documents, including MOUs, risk assessments, policies and procedures, are completed to a high standard and available to project partners if requested.
- Support in creating regular impact and evaluation reports for projects and translating these documents to Indonesian

- Support the Partnership & Development Manager to monitor the PT PMA company registration, and complete any administrative tasks as required
- Support the Regional Manager and Operations Manager with other pre arrival support tasks as required

### Key Role & Responsibilities from May 2024 Onwards:

From May 2024 onwards, you will take a leading role in ensuring finances/payments/deposits are paid on time, to maintain partnerships and to ensure the projects run smoothly in the peak summer period 2024 and beyond. This includes staff salary payments, in addition to payments to the village (accommodation, transport, welcome/farewell ceremonies), team building camp, briefing and debrief accommodation.

In addition to this, you will lead on all administrative tasks to support the Management teams in Bali. You will work closely with the Mental Health Placement Manager, and the Global Team Internship Manager to ensure a smooth delivery of both of the projects. Your tasks will include supporting the development of training and workshop materials, maintaining the feedback and monitoring systems, and supporting the design of impact and evaluation reports for Think Pacific, and all project partners. You will take a lead in translation of documents, and maintain a high standard of record keeping for Think Pacific. You will also be responsible for maintaining all written documents, including MOUs, risk assessments, Policies and procedures, are completed to a high standard, and available to project partners if requested.

### **Mental Health Project - Maintenance & Support**

Under the direction of the Operations Manager:

- **Finance:**
  - Manage all petty cash payments for the Mental Health Placement.
  - You will manage staff salary payments for the Mental Health Placement team.
  - You will manage payments to:
    - Mas village (accommodation, transport, welcome/farewell ceremonies)
    - Team building camp
    - Briefing accommodation
    - Debrief accommodation
- **Administration:**
  - Complete all required administration and reporting for the Mental Health Placement.
  - You will support the development of training, briefing and workshop materials as directed by the Mental Health Placement Manager.
  - You will support maintaining the feedback and monitoring systems for the Mental Health Placement, specifically relating to the activity support sessions.



- Support the Regional Manager and Project Managers in the design and development of monitoring and evaluation reports as required.

## Global Team Internship - Maintenance & Support

Under the direction of the Operations Manager:

- **Finance:**
  - Manage all petty cash payments for the Global Team Internship.
  - You will manage staff salary payments for the Global Team Internship.
  - You will manage payments to:
    - Mas village (accommodation, transport, welcome/farewell ceremonies)
    - Team building camp
    - Briefing accommodation
    - Debrief accommodation
- **Administration:**
  - Complete all required administration and reporting for the Global Team Internship.
  - You will support the development of training, briefing and workshop materials as directed by the Global Team Internship Project Manager.
  - You will support maintaining the feedback and monitoring systems for the Global Team Internship, specifically relating to the activity support sessions.
  - Support the Regional Manager and Project Managers in the design and development of monitoring and evaluation reports as required.

## Other duties

- Establish and maintain the Think Pacific - Indonesia Google Drive.
- Support with all pre-departure administrative tasks, including printing any resources required by the team for volunteers briefing periods, homestay materials and project materials.
- You will take a lead in translation of documents, and maintain a high standard of record keeping for Think Pacific.
- You will be responsible for maintaining all written documents, including MOUs, risk assessments, Policies and procedures, are completed to a high standard, and available to project partners if requested
- Support the Partnership Manager to complete any required tasks required by our PT PMA registration.
- Support the team to establish Think Pacific as a recognised organisation in Indonesia.
- Support the Regional Manager and Operations Manager with other pre arrival support tasks as required during peak mobility periods.
- Support the Regional Manager and Operations Manager with other financial and administrative tasks as required relating to the study tours, traineeships and the development of future projects in Indonesia.

## Essential Attributes/Skills Required

- Indonesian Citizen
- 2 years + experience working in a financial management role in an organisation
- 2 years + experience working in an administrative role in an organisation
- High level of spoken/written English
- Experience of translating official written documents (Bahasa Indonesian/Balinese > English)
- Strong communicator: Ability to interact with students, community members and partners in a positive and professional manner
- Display high levels of interpersonal skills and to be able to listen, empathise and work with individuals from a variety of backgrounds
- Ability to maintain high standards of recording and administration
- The ability to manage a variety of demanding responsibilities within any given day
- Team working skills & able to work independently to deadlines
- Passion to foster and promote Think Pacific's mission and values
- Acquire and implement new skills quickly, with an ability to think on your feet in a fast moving and changeable environment

## Desirable Skills Required

- Experience of international student global mobility, study tours or overseas volunteering
- Passionate about Sustainable Development and projects that make a local impact

## Application Process

### Step 1 - Application

Complete and submit the Application Form via the link by **15:00 (3pm)** on **Sunday 3rd December 2023** - [LINK TO APPLY](#)

- Please remember to include your CV/Resume

### Step 2 - Shortlisting

Applicants will then be shortlisted, and if successful, you will be invited to an panel interview which will take place online

### Step 3 - Interviews

Interviews will take place online on the following date: **Tuesday 12th December 2023**

### Step 4 - Offer

Official offer forwarded to successful candidates by **Wednesday 20th December 2023**

## Questions or Support?

If you have any questions about the role/application process or need any support, please contact:

**Alicia Brown**

[Alicia.Brown@thinkpacific.com](mailto:Alicia.Brown@thinkpacific.com)

**Regional Manager - Indonesia**

Thank you for your interest in joining the Think Pacific team in Bali. We wish you the best of luck in the application process.