Finance Associate or Senior Associate
Briefing Pack
Introduction from Tom Ravenscroft, Founder & CEO

Hello!

I am really excited to be seeking the newest additions to our outstanding team and want to thank you for your interest in the Skills Builder Partnership.

The Skills Builder Partnership has been growing now for a decade. Along the way, we’ve grown our work from a single classroom to a global approach linking up education, impact interventions and businesses, working with over 200,000 children, young people and adults in the last year alone.

Where it began

Teaching business studies to Year 10 pupils in Hackney more than a decade ago, I saw that there is something fundamental missing in education. I was worried that my students struggled to listen to one another and articulate their ideas. It didn’t seem sustainable that I worried more about their coursework and deadlines than they did – or that the expectation was I would organise them. And what about creativity, or the ability to problem-solve?

This sense was what led me, eleven years ago, to work with a team of other teachers to set up the Skills Builder Partnership (previously called Enabling Enterprise). We knew that building students’ knowledge and understanding of the world was essential. But we also felt that it was not enough.

Where we are going

We are scaling a movement, the Skills Builder Partnership, which mobilises schools, employers and impact organisations behind a common mission to build essential skills for all young people and adults. The Partnership is gaining ever-more momentum, with the backing of organisations like the CBI, CIPD, the Careers & Enterprise Company, the National Citizens Service and more than 100 other leading organisations.

To achieve system change, individuals must have the opportunity to build essential skills in a cohesive and meaningful way no matter whether they are in education, participating in a social impact intervention or in employment. That’s why in addition to working with schools and colleges, social impact organisations and employers partner with us to embed a common approach and language. Impact organisations like Harlequins Foundation and the National Literacy Trust partner to embed the Universal Framework into their programmes, while businesses like Network Rail and KPMG are giving employees at all levels of seniority the opportunity to build essential skills with our support.

Who we are looking for

In this role, you will responsible for enabling our impact by running our financial systems. This is a rare opportunity to work part-time in a role with a supportive and fun environment as well as huge potential to learn and grow.

Thanks again for your interest in this role.
London or remote

Do you want to use your problem solving and financial skills to enable real social impact?

There are eight skills that are essential for success in all areas of life. Research shows that they underpin academic progress, support wellbeing and lead to higher career and success. Unfortunately, those from less privileged backgrounds have fewer opportunities to build these skills. We exist to change the systems that allows this to happen.

Joining Skills Builder is not like working anywhere else. We combine the fun and dynamism of a start-up, the professional development opportunities of a corporate, the innovation of a digital native and the social impact focus of a charity. Thanks to our relentless focus on culture, our team consistently say they have never worked anywhere as collaborative, supportive or mission oriented.

We are serious about delivering social mobility through our vision that one day everyone builds the essential skills to succeed. That means we are ambitious and set high standards for ourselves. We are reflective, inclusive and supportive. In practice this means that everyone makes time for others in the team, we get stuck in to solve problems together, we make time to listen and reflect and the whole team is involved in developing our strategy.

We are working toward systemic change by rapidly scaling our approach. The Skills Builder Partnership already consists of over 700 organisations. Together, we delivered over 1.4 million opportunities for individuals to build essential skills in 2020 alone. Our strategy of collective impact means we already have the backing of key sectoral players like CIPD, BITC and the Careers & Enterprise Company.

As the Finance Associate or Senior Associate, you will be in charge of our bookkeeping and management accounts as well as some of our operations. You will use your accounting knowledge to solve problems and answer strategically important questions. With exceptional attention to detail, you will spot things that others have missed and ensure the accuracy of our finances.
You will be part of a team that is constantly innovating, streamlining and improving. Our operations and financial systems are already highly-automated but we are always looking for the next innovation. Working closely with the Strategy and Operations Manager and the COO, you will have the support, time and space to help build best-in-class financial operations that enable our mission.

This is a unique opportunity to apply and build your expertise in a flexible, supportive environment. You’ll learn how to use the latest technologies, recruit a fantastic team and join up bookkeeping with strategic decisions.

We have big ambitions and your scope to grow, learn and achieve matches that. If you want to benefit from working with an inspiring team, with huge potential for learning, growth and development, we want to hear from you.

What it’s like working for Skills Builder – quotes from our Team Survey:

I'm proud to work for Skills Builder, the impact we have and am privileged to be able to work with such brilliant colleagues.

It's always an absolute delight for me to work with just about any member of the team.

My line manager has been brilliant in making sure that our one-to-one sessions are mainly about me and my professional development. This has made me feel even more valued than I already feel as part of the company as a whole.

I'm excited about the new 3-year strategy and the opportunities this will bring to the organisation and to personal development.

I've said it before, I'll say it again: the support I've been getting in line management is simply amazing!

The progress by the team, despite the ongoing uncertainty in the wider world, has continued to be remarkable. Everyone is such a pleasure to work with and so committed to doing their best. I've continued to really enjoy the variety and challenge of lots of different workstreams. This term I've really benefited from the support of others in the team and those who have supported my development and progression. I really feel like my hard work has been recognised and rewarded.
Key responsibilities

(1) Financial management
- Lead the month-end process, from reconciliations through to reporting.
- Manage accounts payable and receivable, overseeing automated invoices and payments.
- Manage the annual audit process.

(2) Operations
- Supporting effective recruitment of our rapidly growing team to ensure that we are able to attract the best talent.
- On-boarding all new staff including scheduling induction and completing requisite employment and reference checks.
- Collaborating across teams to innovate and constantly improve our systems and processes.

(3) Organisational reporting
- Collaborating across the team to provide accurate and timely financial information.
- Producing finance reports for the board.
- Support leadership and the wider team with budgeting and reporting.
Technical Skills and Experience

- Financial literacy and numeracy, with an understanding of financial management or bookkeeping.

Essential Skills

This role will involve solving complex financial problems. You will explore complex problems, building your understanding through research and analysing causes and effects. You will create solutions for complex problems by generating a range of options, evaluating the positive and negative effects.

This role requires the management of a full and varied workload, and you need to be someone who gets stuff done – on time, and to exacting standards. You will work with care and attention to detail. You set goals, ordering & prioritising tasks, involving others and securing the resources to achieve them. You create plans that include clear targets to make progress tangible and are informed by external views.

Overcoming setbacks to consistently grow our partnerships requires relentless positivity. You keep trying and stay calm when something goes wrong, thinking about what happened. You identify risks and gains in opportunities and make plans to manage them.

Innovating and solving problems will require creativity. You develop ideas by asking yourself questions and considering different perspectives. You will innovate effectively by seeking out varied experiences and stimuli.

Understanding what’s happening across the organisation will be key to solving financial problems. You show you are listening by using open questions to deepen your understanding and summarising what you have heard.

This role requires strong collaboration to achieve our strategic objectives. You will improve the team by building relationships across the organisation. You will influence by reflecting on progress and suggesting improvements as well as by evaluating successes and failures and sharing lessons.
**Benefits**

**Salary**: £32,000 - £42,000 (pro rata)

**Start Date**: As soon as possible

**Working hours**: Flexible but ideally 18 hours per week

**Holidays**: 25 days per year, plus bank holidays

**Location**: London or remote

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**Application Process**

Applications should be made via our [online form](mailto:onlineform). On completion of the online application please also send your CV by email to [jobs@skillsbuilder.org](mailto:jobs@skillsbuilder.org). This round of applications ends at 9am on 3rd January 2019 with interviews taking place on w/c 10th January 2022.

Applicants are encouraged to explore our work at [www.skillsbuilder.org](http://www.skillsbuilder.org) before applying.

Skills Builder Partnership is a Top 100 Employer. We champion equal opportunities, and actively encourage applications from all qualified individuals.

Our recruitment process is designed to give you a sense of what this role as part of the Skills Builder team would be like. Our process is transparent and inclusive, following best practice. For example, we blind-score applications and use the [Skills Builder Universal Framework](http://SkillsBuilderUniversalFramework) when assessing candidates’ essential skills.