



Skills Builder
PARTNERSHIP

Global Head of Finance & Operations

Briefing Pack





Introduction from Tom Ravenscroft

Founder & CEO, Skills Builder Partnership

Hello

I'm delighted that you're exploring the opportunity to join us as Global Head of Finance & Operations. This is a critical role for us as we accelerate our reach and impact - from reaching 2.4 million individuals in the last year to more than 10 million by 2030.

At Skills Builder Global, we are laser-focused on one powerful mission: ensuring that every individual, regardless of their background, develops the eight essential skills needed to succeed in life and work. These skills are speaking, listening, creativity, problem solving, teamwork, leadership, planning, and adapting.

Our evidence-based approach embedded in the Skills Builder Universal Framework is rapidly becoming a globally recognised standard, and the enthusiasm we see from our partners is extremely motivating. We believe the potential for growth and deep, lasting impact is significant, and that's precisely where you come in.

You will be joining a small, dynamic, highly capable team - a vital hub that operates as the central engine for a rapidly expanding global movement. Despite our size, the reach of our work is significant: we actively support over 1,100 partner organizations - including leading schools, major employers, and non-profits - to embed the Skills Builder approach in their communities. This effort currently spans across more than 40 countries globally.

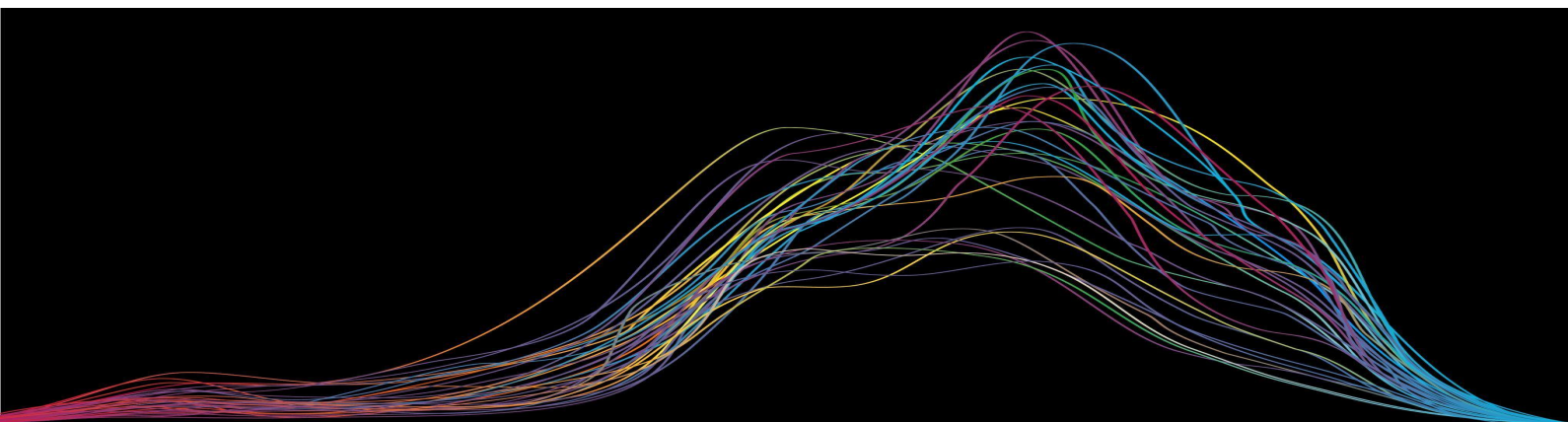
The Global Head of Finance and Operations role is absolutely pivotal to maintaining this incredible momentum and ensuring our future growth is robust and compliant. Your work will cover both the Global and UK divisions of Skills Builder Partnership, which sit within the same legal entity.

You will provide the strategic financial oversight, robust operational frameworks, and critical risk management that underpin our global activities. You will lead the development and execution of our financial planning, ensure compliance across all jurisdictions, and ensure that we are recruiting and supporting the team we need. This is a leadership position demanding both strategic foresight and meticulous attention to organisational resilience.

If you are a seasoned financial and operational leader, excited by the challenge of stewarding the resources that support global social change, then we strongly invite you to apply.

With best wishes

A handwritten signature in black ink, consisting of stylized initials 'TR' followed by a flourish and a period.



Are you an agile technical problem solver, who wants to have a social impact by helping achieve systemic change?



Welcome to Skills Builder Partnership

There are eight skills that are essential for success in all areas of life, which resonate across the world.

Research shows that they underpin academic progress, support wellbeing and lead to higher skilled, higher paid careers. Unfortunately, those from less privileged backgrounds have fewer opportunities to build these skills. We exist to change the systems that allow this to happen.

Joining Skills Builder is not like working anywhere else. Our team consistently say they have never worked anywhere as collaborative, supportive or mission oriented. 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.

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 have regular employee surveys where leadership talk through every single suggestion and the whole team is involved in developing our strategy.

In the last year, there were more than 1,100 education institutions, NGOs, social enterprises and businesses in the Partnership, delivering Skills Builder programmes in more than 40 countries. But we're just getting started on our mission to ensure that one day, everyone builds the essential skills to thrive.



About the role

This is a role for someone with a hands-on, “builder” mindset who wants to apply their technical skills in an agile environment. Someone who is obsessed with optimising and innovating while consistently delivering high quality outputs.

You’ll be a spreadsheet pro, but see the huge potential in solving problems with code and software. You’ll also get on top of technical subject matter like employment law and data protection.

As the Global Head of Finance & Operations, you’ll be leading our strategic financial planning as well as our end-to-end finance operations and accounting. Alongside that, you’ll run our people and HR function and be responsible for legal and compliance.

Skills Builder’s Global Division provides services and support to the UK division and to partners across the world, so it’ll be important that you enjoy working with others, creating and maintaining positive working relationships.

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’ve said it before, I’ll say it again: the support I’ve been getting in line management is simply amazing! Whether it’s about development goals or workload management, I feel truly listened to and I’m benefitting hugely from being coached and/or mentored where relevant.

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

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

Key responsibilities

Finance

- Run the finance function, which serves both the Global and UK divisions
- Responsible for timely, accurate accounts (from bookkeeping and management accounts through to audit)
- Lead on financial strategy including budgeting, financial modelling and insights

Human Resources

- Run HR and people management for the Global and UK divisions
- Ensure that we have the right people with the right skills to deliver our strategy
- Responsible for recruitment, retention, policies and employment law matters

Commercial, Legal & compliance

- Support the team to pursue different commercial models and secure favourable terms
- Ensure compliance with laws in the UK and across our global operations
- Lead on legal matters, identifying risk, analysing positions and efficiently engaging with external counsel when appropriate

Internal tech and IT

- Oversee the provision of hardware and software to the Global and UK divisions

Technical Skills and Experience

- Financial accounting expertise, gained either through qualifications (e.g. ACCA CIMA), investment or business modelling experience.
- Legal / compliance experience or aptitude. Either with legal experience and qualifications, or the desire and ability to think like a lawyer.
- People & HR experience or aptitude. Ideally having recruited and managed high performing teams, or the desire and ability to learn how to deliver a best-in-class function.
- Early adopter of tech. Adept at discovering and using the latest tech and prototyping solutions.

Essential Skills



Problem Solving

Building solutions and solving technical problems will require exceptional problem solving. You will use systems thinking, logical reasoning and hypothesis testing. You'll apply continual learning, developing and improving strategic plans based on insights.



Creativity

Innovative solutions that create real-world impact will require creativity. You will prototype, incubate ideas, use curiosity and champion creativity.



Adapting

Working through complexity will invariably require positivity when faced with set-backs. You will practise resilience and adapt plans to work through setbacks. While identifying and managing risks, you will also be enterprising to capitalise on opportunities.



Planning

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 involve others to achieve goals while seeking feedback. You'll use planning tools and work flexibly and responsively to improve your plans.



Listening

Understanding what our partners and team are trying to achieve is vital for this role. You will use strategic questioning and evaluate perspectives.



Speaking

This role involves working with a wide range of team members and partners, so you need to be able to explain ideas and technical concepts simply and engagingly and ensure positive and constructive interactions. You'll also need to negotiate effectively to reach agreement.



Teamwork

This role requires collaboration to achieve our strategic objectives. You will enable collective learning, while developing others and improving culture.



Leadership

As you establish yourself in the role and deepen your technical skills, you will need to apply strong leadership skills. You'll need to manage disagreements, motivate others and lead adaptively.



Benefits

Salary: £50,000 - £60,000 per annum

Term: Permanent

Start Date: As soon as possible

Working hours: Full-time (40 hours per week) although some flexibility may be possible

Team days: We get together in person in Oxford or London 6 times a year for strategy, fun and food

Holidays: 25 days per year, increasing each year, plus bank holidays & potential to buy back up to 5 days

Location: UK remote or London hybrid (with 1+ days in the office per week, free fruit, tea and coffee, 'pastry socials' and £600 London weighting)

Application Process

Applications should be made via our [online form](#) - on completion of the online application please also send your CV by email to jobs+f25@skillsbuilder.org. The application deadline is **0900 on 15th December**, with **first round interviews on 17th & 19th December**.

Applicants are encouraged to explore our work at www.skillsbuilder.org before applying.

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](#) when assessing candidates' essential skills.



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