

**Information pack for the role of
Finance Manager at
WorldSkills UK
November 2024**

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1. Why work for WorldSkills UK

At WorldSkills UK, we have big ambitions to help the next generation, our education system and the economy.

We are working to help create a world-class further education system that tackles vocational snobbery head on, so more young people get better opportunities and are not written off because going to university isn't right for them.

We are working to showcase that the WorldSkills UK way of mainstreaming global best practice is working to drive up standards in training, helping more young people and employers succeed.

We are working to help create a more inclusive skills system that gives more young people from diverse backgrounds a better chance of success in work and life.

We are a unique platform working with leaders in education, business and governments across the UK and our partners across the world.

As an employer ourselves we aim to be truly inclusive, offering a hybrid and collaborative working culture. We pride ourselves on having a flexible approach to our working practices and are happy to discuss flexible working options with suitable candidates.

Join us, if you are ambitious to shape the future of further education, change lives and help create a world-class skills economy for the UK. Because when young people succeed, we all succeed.

2. About WorldSkills UK

WorldSkills UK is a four nations partnership between education, industry and UK governments. It is a world-class skills network acting as a catalyst for:

- raising standards, through international benchmarking and professional development
- championing future skills, through analysis of rapidly changing economic demand
- empowering young people, from all backgrounds, through competitions-based training and careers advocacy.

We are working to help the UK become a 'skills economy', boosting the prestige of technical and professional education by embedding world-class training standards across the UK to help drive investment, jobs and economic growth.

We're a proud member of WorldSkills, a global movement of over 80 countries. WorldSkills supports young people across the world via competitions-based

training, assessment and benchmarking, with members' national teams ultimately testing their ability to achieve world-class standards in the biennial 'skills olympics'. The insights we gain from training as part of this global network enables us to embed world-class training standards across the UK to help drive investment, jobs and economic growth.

Our vision – what we believe

We believe in the value and prestige of technical education and its potential to empower young people and drive growth.

Our mission – what we want

To embed world-class training standards across the UK to improve the quality of apprenticeships and technical education for the benefit of all young people and business.

Our brand values

Inclusive:

We champion the benefits of high-quality apprenticeships and technical education and help more young people, whatever their background, develop their skills set and mindset to ever higher standards to get the best start in work and life.

Bold:

We are ambitious and daring in the way we do things and communicate about them. We are flexible to allow for the challenges that an ever-changing economic and skills landscape brings.

Positive:

As a progressive and passionate organisation, we see that our support makes a measurable difference. We help young people start out on the right path to reach their potential and we give UK employers a competitive edge by developing highly skilled employees.

3. Structure and governance

WorldSkills UK has a dynamic, hardworking staff team of circa 50 supported by a wider network of further technical experts and performance and wellbeing coaches. Our team is structured into four directorates and the Executive Office. Each directorate is led by a director, who together with the Chief of Staff (Company Secretary) and Chief Executive Officer (CEO) form the Senior Leadership Team. WorldSkills UK is a registered charity with a Board of Trustees strategically overseeing its effective operation in conjunction with the CEO to ensure it meets its charitable objectives. The Board is made up of

representatives of further education, skills and industry ensuring that the organisation's activities are firmly representative of the audiences and target groups it serves in its work.

4. Our approach to equity, diversity and inclusion

At WorldSkills UK we value equity, diversity and inclusion and recognise that it is critical to our success.

We are committed to creating an inclusive environment for all who work with us and strongly encourage applications from anyone who meets the specific criteria of the post regardless of age, disability, ethnicity, gender, gender reassignment, marital and civil partnership status, pregnancy, religion or belief or sexual orientation.

As a member of the Disability Confident Scheme, we guarantee interviews to all disabled candidates who meet the minimum criteria for our vacancies and are committed to making reasonable adjustments at all stages of the recruitment process to enable candidates to perform to the best of their ability.



5. About the role

WorldSkills UK is seeking a proactive and detail-oriented Finance Manager to support our Financial Controller within a small Finance and Procurement team. The ideal candidate will have a strong foundation in finance operations, high reliability, and the ability to manage multiple tasks with accuracy and efficiency. They should be able to operate independently while collaborating effectively with colleagues across the organisation, supporting them with financial insights and guidance.

This role is an excellent opportunity for a skilled finance professional who thrives in a collaborative, mission-driven environment and is committed to supporting WorldSkills UK's strategic and financial objectives.

Job description

Role:	Finance Manager
Directorate:	Finance
Team:	Finance and Procurement
Manager:	Financial Controller
Direct reports:	N/A although some responsibility for training and supporting the Finance Apprentice

Role purpose

This role supports the Financial Controller with the day-to-day operations of the Finance and Procurement team, ensuring that financial transaction postings are complete and accurate in preparation for the management accounts. It involves working closely with colleagues across the organisation, providing assistance with financial queries and promoting smooth, efficient financial operations.

Performance indicators

- **Timeliness and accuracy:** all support provided ensures that invoicing, payroll, VAT returns, and reconciliations meet deadlines with minimal errors.
- **Audit and compliance support:** helps ensure audit readiness with well-maintained records contributing to smooth audit processes.
- **Effective collaboration:** provides timely support to the Financial Controller and other colleagues, fostering positive working relationships and clear communication.

Key tasks and responsibilities

1. Ensure the accurate, timely processing of financial transactions, helping to ensure efficient operations

- Prepare and process invoices and Purchase Orders (POs), ensuring accuracy and timely handling.
- Prepare weekly payment runs and expense claim processing, helping to ensure consistent, smooth operations.
- Work on bank, creditor, and debtor reconciliations, assisting in resolving queries to maintain accurate records.

2. Ensure the monthly payroll preparation and processing ensuring accuracy and timely processing of any changes:

- Prepare monthly payroll and pension contributions payments ensuring accuracy and adherence to timelines as instructed by HR.
- Maintain electronic records for payroll, assisting with year-end documentation and ensuring compliance.

3. Lead on the provision of financial systems, ensuring data accuracy and accessibility:

- Manage Sage 2000 and Sicon/WAP updates and troubleshooting, providing assistance to other colleagues as needed.
- Maintain organised electronic filing systems to ensure accessible and reliably data for reporting and audits.

4. Leading the month-end and year-end closing processes, ensuring accurate and timely completion:

- Under the guidance of the Financial Controller, conduct monthly balance sheet reconciliations helping to identify and resolve any discrepancies.
- Support end-of-year preparation to ensure compliance with statutory reporting and thorough, accurate record-keeping.

5. Provide support to the Financial Controller in budgeting and forecasting:

- Assist the Financial Controller with budget preparation and forecasting, contributing to analysis that informs strategic decisions.
- Perform variance analysis, identifying deviations from budgets and aiding in explanations and corrective recommendations.

6. Prepare records and documentation for audits and grant claims, supporting compliance

- Assist in gathering documentation for audits, ensure necessary information is organised and available.
- Support monthly grant claims by helping to ensure accurate documentation that aligns with funding requirements.

7. Ensure tax in particular VAT compliance tasks are completed accurately, meeting regulatory requirements:

- Ensuring the timely and accurate completion of VAT returns, in adherence to tax regulations.
- Support end-of-year tasks, such as generating P11d returns, ensuring compliance with statutory requirements.

8. General

In addition to the key tasks and responsibilities set out above, all employees at this level are expected to:

- Manage, support and motivate allocated staff to successfully deliver activities/tasks.
- Produce requirement specifications in line with WorldSkills UK's procurement strategies for all outsourced activity.

- WorldSkills UK's established management policies for dealing with risks and issues for the Finance and Procurement team and the wider organisation.
- Contribute to the successful delivery of WorldSkills UK's strategic priorities and annual business objectives.
- Promote and comply with WorldSkills UK's Employee Handbook and the policies contained therein with particular reference to those related to Health and Safety and on equity, diversity and inclusion.
- Carry out any other duty as may be reasonably assigned that is consistent with the nature of the job and its level of responsibility. Any significant changes will be made in consultation with the post holder acknowledging experience, education and ability.

Person specification

Key: [E] Essential / [D] Desirable.

Qualifications and experience:

- AAT Qualified or ACCA/CIMA Part qualified [E].
- Experience of working with Sage 200 Professional, 50 Payroll and Sicon/WAP [D].
- Charity finance experience is beneficial [D].

Knowledge and skills:

- Strong analytical abilities to break down financial data and issues into component parts, identifying root causes and making systematic, rational judgments based on relevant information [E].
- Proficient written communication skills, able to convey financial information clearly and concisely in reports, emails, and other documentation [E].
- Knowledge of partial exemption VAT regulations and processes [E].
- Proven experience in managing staff, including recruitment, setting objectives, and supporting staff development [E].
- Skilled at presenting complex financial information clearly and effectively to a variety of audiences [E].
- Able to build and maintain effective relationships, working respectfully and collaboratively with others [E].
- Intermediate to advanced proficiency in IT systems and packages, including Excel and databases [E].

Personal qualities and attributes:

- Highly reliable and trustworthy, demonstrating integrity and a high level of ethical standards [E].
- Self-motivated, able to work independently and proactively with general guidance [E].
- Creative thinker with strong problem-solving skills [E].

- Adaptable and open to new ideas, flexible in working methods [E].
- Able to remain calm, focused, and productive in a variety of work environments, including under pressure [E].
- Strong team player with a collaborative approach to work [E].
- Positive and encouraging, with the ability to support and motivate others [E].

Special circumstances:

- Prepared occasionally to work outside normal hours [E].
- Prepared to travel within the United Kingdom [D].
- Able to spend time away from home [D].

Summary of terms and conditions

- Permanent.
- The salary for this role is £40,000.
- WorldSkills UK offers a maximum employer's contribution to your pension of 6% of your basic salary, on the condition that you make an employee contribution to your pension of at least 3%. You may choose to contribute a higher percentage of your salary to your pension, subject to statutory limits.
- Group Death in Service (Life insurance) 3 x annual salary.
- Health Care Cash plan.
- Normal place of work is Third Floor, 25 Wilton Road, London SW1V 1LW. This role is office based (as above) but with flexible hybrid working. It is expected the postholder will attend the office at least once or twice a week.
- Full time working hours are a minimum of 35 hours per week, normal working hours are 09:00 to 17:00 Monday to Friday although we pride ourselves on having a flexible approach to our working practices and service delivery and are happy to discuss flexible working options, including part time, with suitable candidates.
- 25 days' annual leave [which will increase by one additional day for each completed year of service up to a maximum of 30 days] plus public and bank holidays.
- The post is subject to six months' probationary period with one month's notice during the probationary period and two months thereafter.
- The offer of appointment will be subject to satisfactory references.
- Salaries are paid monthly by direct transfer on or about 21st of the month.

6. How to apply

WorldSkills UK is committed to making appointments on merit by fair and open processes and use a blind recruitment approach. Please ensure that you **submit your application in Word** to help us in this process.

Applications should be submitted no later than midday Tuesday, 10 December by email to Kam Govender, HR and Recruitment Coordinator at jobs@worldskillsuk.org and must include:

- A curriculum vitae detailing your full career history with identifying information removed.
- A supporting statement with evidence of your suitability for the role, considering the points listed in the role description and person specification (throughout the recruitment process we will be looking for examples and evidence of your experience, knowledge and skills).
- A separate document containing your contact details and confirmation of your right to work in the UK.

WorldSkills UK reserves the right to close the application process early should a sufficient number of applications be received.

Equity, diversity and inclusion monitoring

As an organisation that is continually striving to ensure it is both diverse and inclusive in all areas of its recruitment and employment processes, we would like to collect some additional details from you. On this basis all applicants are asked to complete an Equity, Diversity and Inclusion Monitoring Questionnaire at https://www.surveymonkey.co.uk/r/WSUK_Recruitment_2023-24.

This information is classed as sensitive data and you are not obliged to give it to us. You will not be disadvantaged in any way should you choose not to.

The information you supply is not used to process your application, nor does anyone directly responsible for the selection process ever have access to it. The data is pseudonymised and used to understand how best to meet our equity, diversity and inclusivity targets.

Process and timelines

It is intended that first-round interviews will be held by w/c 16 December 2024. Short-listed candidates will be advised of the process. Second round interviews will be held w/c 23 December 2024.

Reasonable adjustments will be offered to all candidates and every stage of the recruitment process for further information please contact Kam Govender, HR and Recruitment Coordinator at jobs@worldskillsuk.org