

# Candidate Brief



## WorldSkills UK Director of Finance

**February 2023**

**Managing Director**  
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## Welcome from Dr Neil Bentley-Gockmann OBE - CEO



Dear Candidate,

I am delighted that you have expressed an interest in applying to be the Director of Finance to join our Senior Leadership Team (SLT) at WorldSkills UK. We hope that you find the information in this candidate brief and on our website useful: <https://www.worldskillsuk.org/>.

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 skills 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 seeking a new Director of Finance to help us drive forward our strategy supporting the UK become a world-class skills economy, recognised as a global leader in developing world-class apprenticeships and skills to help employers create high-quality jobs for young people.

We are a partnership between governments, the education sector and businesses and our new Director will need considerable experience of working with government funders and the public sector.

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.

As part of our commitment to equity, diversity and inclusion and to address underrepresented groups on our SLT, we particularly welcome applications from women and black and ethnic minority groups.

For a confidential conversation with Thewlis Graham Associates who are managing the process, please contact Sarah Thewlis, Managing Director on 0207 850 4781 or email [applications@thewlisgraham.com](mailto:applications@thewlisgraham.com). Sarah will be happy to discuss this opportunity with you and answer any questions you may have.

Yours sincerely,

Dr Neil Bentley-Gockmann OBE  
CEO

## 2. About WorldSkills UK

WorldSkills UK is an independent charity and a partnership between employers, education and governments. Together, we form a UK network as acting as a catalyst to:

- Raise training standards through international benchmarking;
- Champion future skills through economic analysis; and
- Empower young people through inclusive competitions-based training and careers advocacy.

We're a proud member of WorldSkills, a global movement of over 85 countries. WorldSkills supports young people across the world via competitions-based training, assessment and benchmarking with the insights we gain from training as part of this global network helping us raise standards across the UK.

We use international best practice to raise standards in apprenticeships and technical education so more young people succeed in work and life.

We develop educators, by sharing and mainstreaming international best practice, to deliver high-quality training and assessment to support young peoples' development and meet rapidly changing economic needs.

We help employers by benchmarking with skills systems from across the world to inform policy and practice, ensuring more high-quality skills are available to help boost the UK economy.

### Vision, mission and values

**We're clear about what we believe, what we want and who we are**

#### What we believe (vision)

Apprenticeships and technical education are prestigious career routes for all young people.

#### What we want (mission)

To improve the quality of apprenticeships and technical education for the benefit of all young people and employers.

#### Who we are (values)

##### Inclusive:

We champion the benefits of high-quality apprenticeships and technical education and help more young people, what 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, 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.

**Structure and governance**

WorldSkills UK has a dynamic, hardworking staff team of circa 50 employees supported by a wider training network of a further technical experts and performance and wellbeing coaches.

WorldSkills UK is a registered charity with a Board of Trustees strategically overseeing its effective operation in conjunction with the Chief Executive Officer (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.

**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.

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



### 3. Job description and Person specification of the Director of Finance

#### Job description

<b>Role:</b>	Director of Finance
<b>Directorate:</b>	Finance
<b>Term:</b>	Permanent, Full Time
<b>Team:</b>	Senior Leadership Team
<b>Manager:</b>	Deputy CEO
<b>Finance staff:</b>	Job holder plus seven members of staff

#### Role purpose

The Director of Finance will work closely with the Deputy CEO, CEO and SLT to support WorldSkills UK's long-term sustainability and growth:

- Ensuring effective strategic and operational financial planning, monitoring and reporting to enhance the decision-making processes of WorldSkills UK and its Board.
- Taking a lead role in managing the organisation's relationships and public core grant activities with the Department for Education (DfE) supporting the positioning of the organisation for a stronger and longer-term relationship with governments.

#### Key tasks and responsibilities

##### 1. Finance and risk:

- Shape and contribute to the successful delivery of WorldSkills UK's strategic priorities and annual business objectives.
- Provide strategic financial leadership across all areas of the organisation with regard to safeguarding the current and future financial position of WorldSkills UK.
- Provide leadership and support ensuring the provision of an accurate and timely finance service including setting and monitoring of budgets, forecasts, cash flow analysis, management and financial accounts, plus advice and support to inform decision making at all levels.
- Ensure the SLT is appraised of key financial issues that need to be discussed with the Board (and/or its sub-Committees) to enable it to fully understand the respective financial position.
- Ensure appropriate overall performance reporting is provided to the SLT and the Board (and/or its sub-Committees); and supporting



- the SLT to develop robust financial plans.
- Take responsibility for all financial statutory reporting, compliance, annual accounts and VAT, including SORP Charity regulations.
- Provide leadership and support in the management of the annual audit process in conjunction with the appointed auditors to ensure statutory accounts are produced and filed within the required deadlines.
- Lead on financial aspects of public grant funding management, ensuring compliance with public grant funding regulations, timely and accurate fund management reporting and supporting other financial information requests by public funding bodies.
- Participate as a key management contact with the DfE on relationships and core grant activities ensuring that WorldSkills UK's funding and grant arrangements support business objectives and UK policy priorities.
- Participate in the reporting of performance against strategic, business, and operational annual plans, including ensuring risks and performance issues are identified and managed.
- Ensure that the organisational risk register and suitable governance processes are followed to facilitate strategic risk management.
- Work with the Finance and Procurement team to develop finance policies/procedures and ensure that these are being consistently followed (including customer/supplier contracts, purchase orders, credit control, payroll and ensuring timely invoicing by suppliers/contractors).

## 2. General:

- Support the Company Secretary in the management of the provision of contracted professional services (e.g., legal, insurance, etc.) ensuring that the most optimum level of service is efficiently provided to meet business needs.
- Support the Company Secretary to ensure financial compliance with relevant Charity Commission and Companies House and other statutory requirements and keeping up to date with governance good practice in terms of financial reporting.
- Accountable for projects within the Finance directorate ensuring all deviations from targets (time, money, people, etc.) are identified and addressed at the earliest possible stage.
- Ensure requirement specifications are produced in line with procurement strategies for all outsourced activity.
- Effectively co-ordinate resources (including agencies, suppliers, contractors) so that all project elements are delivered to acceptable standards on time, to budget and meet the required specification(s)/objective(s).
- Manage activities/tasks in accordance with the agreed project plan to ensure delivery on time and to budget.
- Recruit, manage, support and motivate allocated staff to successfully deliver activities/tasks.
- Promote and comply with WorldSkills UK's Employee Handbook and the policies contained therein with specific reference to those related to Health and Safety and on equality, diversity, and inclusion; and
- 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:

- ACA, ACCA, CIPFA, CIMA qualified or equivalent [E].
- Qualified to degree level (or equivalent) with a minimum of seven years post-qualifying experience and in-depth professional knowledge acquired through experience [E].
- Experience of leading a finance function in a diverse funding environment with public and private sources [E].
- Experience of operating at a senior management level (or equivalent) and contributing to the work of a senior executive team and supporting a Board [E].
- Experience of working with a significant public funding body, ensuring compliance with public grant funding conditions and managing relationships with public funding body officials [E].
- Experience of business development and income generation to support long-term organisational sustainability [D].
- Experience of budgeting and budget management [E].
- Experience of accounts packages (preferable Sage) and Microsoft Office [E].

### Knowledge and skills:

- Understanding of the design, implementation and monitoring of financial systems and procedures [E].
- Excellent analytical skills with the ability to analyse complex financial data and design and produce effective management information [E].
- Strong business acumen and the ability to contribute to strategic decisions [E].
- Knowledge of company and charity accounting regulations [E].
- Sound understanding of business and financial planning including strategic modelling [E].
- Working knowledge of relevant human resources, legal and insurance matters [E].
- Ability to operate with an organisation-wide remit and to develop effective working relationships [E].
- Ability to manage a complex and diverse workload, prioritise and meet deadlines [E].
- Excellent verbal and written communication skills [E].
- Ability to direct, manage and motivate a team [E].
- Ability to delegate and empower staff while maintaining control and overall accountability [E].

### Personal qualities and attributes:

- Very reliable and with a high level of probity [E].
- Able to work to own initiative with broad direction [E].



- Able to think creatively and solve problems [E].
- Flexible in working methods and ideas [E].
- Excellent team player and collaborative approach to work [E].
- Enthusiastic and able to motivate others [E].

**Special circumstances:**

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

## 4. Salary and Benefits

**Salary: £80K per annum**

**Total reward package:** which is comprehensive but include pension scheme, annual and additional leave, training and development opportunities, salary sacrifice cycle to work scheme and flexible working arrangements.

Full details are available on request, and you can find more information here too:

<https://www.worldskillsuk.org/about-us/work-for-us/>

## 5. Timeline, Application Process and How to apply

### Timeline

Dates	Activity
14 March 4pm	Applications close
w/c 20 March	Thewlis Graham consultant interviewing of interested candidates
w/c 17 April	First client Interviews
w/c 24 April	Second client Interviews

### Application Process

Thewlis Graham Associates will acknowledge all applications. These will be assessed against the criteria in the job description and person specification section, and the people who best meet these will be invited for interview with Thewlis Graham Associates online.

Those candidates not invited to interview will be advised by email by early April.

Longlisted candidates will be advised by email. After a consultation between WorldSkillsUK and Thewlis Graham Associates a Shortlist will be drawn up and Shortlisted candidates invited for interview with the Client.

### **How to Apply**

To apply for this role, please email in word format to [applications@thewlisgraham.com](mailto:applications@thewlisgraham.com) the following documents quoting reference **AA0201**:

1. A comprehensive CV.
2. A covering letter which fully addresses your suitability for the role and your motivation for applying.
3. A document with your current remuneration details and notice period, and the name, job title, organisation, email address and mobile number of two professional referees. (Please note referees will not be approached without your prior permission.)
4. We also ask that you complete a diversity and inclusion monitoring form, the link for which is in the next section.

**Please ensure that you include your mobile phone number and email address in your application.**

**Do not hesitate to contact Claire Drummond on 020 7850 4781 if you have any queries.**

**Additionally, if you would prefer to receive this candidate brief in a more accessible format, please contact us.**

## 6. Diversity and Inclusion Monitoring

Diversity and Inclusion Monitoring is independent of the recruitment process but please do complete your form as Thewlis Graham Associates is committed to monitoring and analysing diversity and inclusion information so that we can ensure that our processes are fair, transparent, promote equality of opportunity for all, and do not have an adverse impact on any particular group.

The link to this form is here: [click here](#). If you have any problems with this, please contact Tracey on: [tct@thewlisgraham.com](mailto:tct@thewlisgraham.com).

Any information provided on this form will be treated as strictly confidential and will be used for statistical purposes only. It will not be seen by anybody directly involved in the selection process. No information will be published or used in any way which allows any individual to be identified.

Thank you

