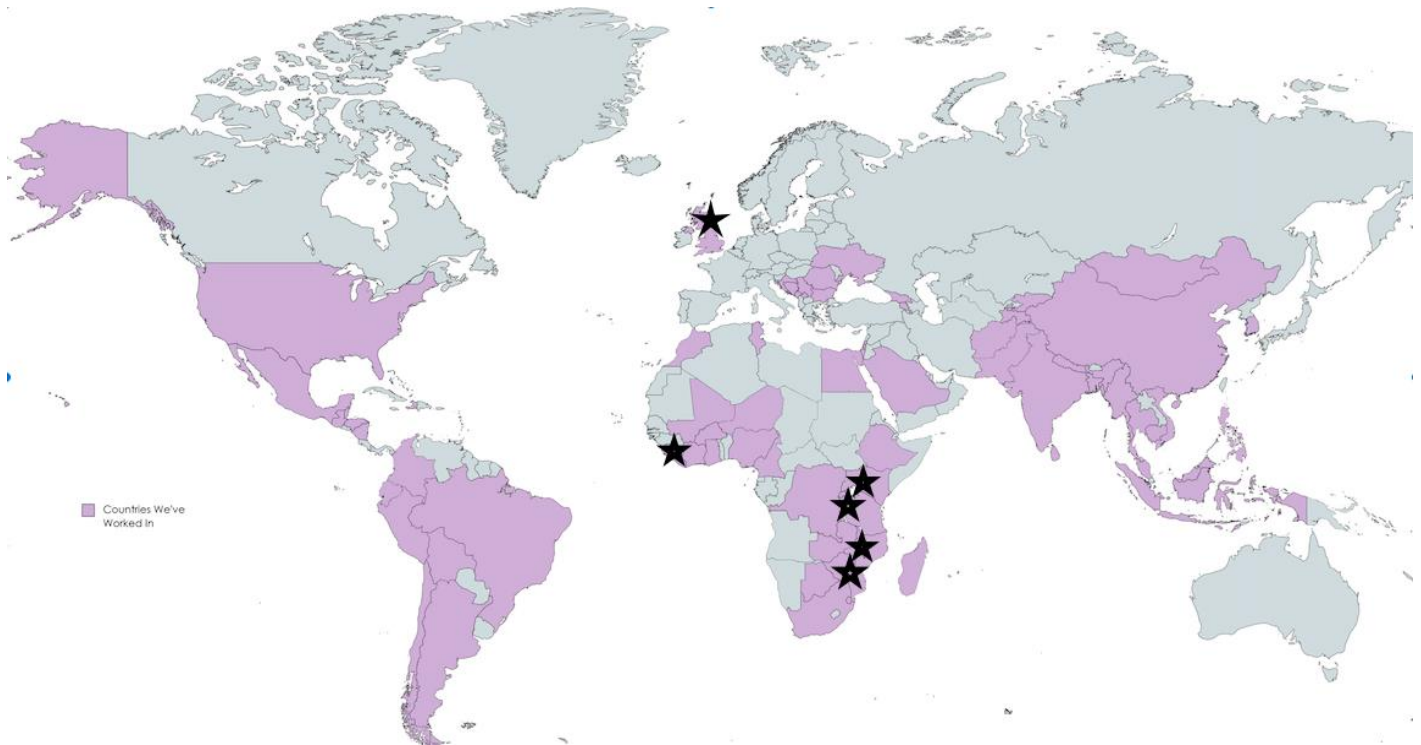




# Recruitment Pack

## **Finance Officer**

# All about us



**We are an international enterprise development organisation that delivers enterprising solutions to global challenges**

We operate globally and have offices in six countries: Ghana, Malawi, Rwanda, Uganda, the UK, and Zambia

## **Our Approach**

We have had the privilege of partnering with enterprise ecosystem support organisations across 78 countries.

Through working directly onsite with over 5,000 individual enterprises, our approach to enterprise support is rooted in tried and tested methodologies and our culture, then refined by 25 years of application. An innovative mindset

underpins everything we do at Challenges Group. From our experience, we believe that real performance improvement is unlocked when there is an understanding of the business model and its delivery, the people, and the ecosystem. Then, to add value, Challenges Group must bring an innovation mindset to plan and support transformation.

## **Our History**

We have been operating globally for 25 years across four continents

Since 1999, we have provided over 200,000 onsite consulting days, delivered £30 million in debt and equity financing, and supported more than 4,000 social businesses in 78 countries.

## Our 3 Pillars

### 1. There for the Journey

To support any enterprise with what it needs, when it needs it, we have developed and delivered a suite of tools and methods to support enterprise from idea to investment. So, rather than having a single programme model, or one-to-many service offering, we have a full-service one-to-one offering – we give enterprises the bespoke support they need at whatever stage they are.

### 2. A 3-Dimensional Understanding

To design and deliver the correct support to any enterprise, we take a holistic approach. We assess where the intervention is most needed (the enterprise itself, its people, or its ecosystem) depending on their present situation or future opportunity. The results are a multi-faceted enterprise improvement approach, with changes to all 3-dimensions reinforcing each other to ensure sustainable change.

### 3. Innovation Mindset

For us, innovation means the practical implementation of ideas that result in enterprise improvement – not invention. We help deliver incremental gains by working with enterprises to adapt ideas and models and apply them in new contexts to maximise impact. We use enterprise experts who have lived experience supporting often hundreds of individual enterprises in emerging economies, to verify the efficacy of business models, and to use adapted design thinking approaches as a launchpad for innovations for specific problems in specific contexts.

## Our Values

### WE'RE DRIVEN BY IMPACT.

We are passionate about creating sustainable impact. We want to support enterprises so that they're better able to tackle big global challenges.

### WE LOVE TO COLLABORATE

We think the best solutions arrive when we collaborate – with colleagues, with enterprises, and with partners. Collaboration brings new ideas and different perspectives, which means better solutions.

### WE FIND A WAY

We love problem solving. We interrogate an issue. We will understand the wider context and explore all possible options, and often bring solutions that weren't immediately obvious.

### WE THRIVE ON INNOVATION

For us, innovation is a state of mind, not just a tool. We are inherently curious and we challenge existing approaches; adapting ideas and models to apply them in new contexts allows us to maximise impact.



## The Ventures Lab

### Shaping the Future of Scotland's Impact-Driven Enterprises

The Ventures Lab exists to help purpose-led enterprises grow and thrive. It is a programme led by The Challenges Group, bringing over 25 years of experience in supporting impact-driven enterprises across 80 countries.

One of our key offerings is **shared services**, a shared business support model that provides purpose-led ventures with access to high-quality expertise in finance, legal, marketing, and business development. By reducing the need for costly in-house teams, we enable early-stage ventures to scale sustainably and become investment-ready.

We are now at a pivotal stage in refining and expanding this model. Having successfully piloted our shared services with a select group of clients, our ambition is to develop a **national shared services hub** that will support enterprises across Scotland. To develop this expansion, we are seeking a dynamic finance officer to support early stage impact ventures on their journey to growth and development



## Finance Officer

### Contract

Flexible & Hybrid, Part-Time or Full-Time  
Edinburgh (hybrid)

### Salary

£29,000 to £34,000

### How to apply

Send your CV plus a cover letter to:  
[caroline.wylie@thechallengesgroup.com](mailto:caroline.wylie@thechallengesgroup.com)

*If you'd like an informal chat about the role with our CEO or COO, please contact us using the email above.*

### Closing date

Sunday, 25th May

### Selection Process

The selection process is planned to take place in early June.

### Equity, Diversity & Inclusion

Challenges Group welcomes applicants from all backgrounds. We are dedicated to greater diversity and inclusion within our own organisation and strive to provide equal opportunities to people of all races, ethnicities, religions, genders, sexual orientations, gender identifications and abilities.

### Employment eligibility

To be considered for this role applicants must have British Nationality or have a right to live and work in the UK.

# Job Description

## About the role

We are seeking a proactive and detail driven Finance Officer to work as part of our team to provide comprehensive bookkeeping services for new and developing purposes led enterprises.

## Roles & Responsibilities

- Ensure accurate recording of orders and invoices and facilitate timely payments.
- Manage banking services and generate reports to prevent bank fraud.
- Protect operational assets, including cash handling, through robust internal controls and auditing.
- Generate timely invoices and ensure prompt payment follow-up.
- Maintain accurate accounting records in Xero, supported by referenced digital documentation.
- Ensure proper authorisation and payment of expenses.
- Manage payroll systems for accurate and timely staff payments.
- Prepare monthly budget and forecasting reports.
- Oversee cash-flow management.
- Generate financial reports as needed.
- Prepare annual accounting information.
- Assist with ad-hoc finance queries.

## Skills, Experience and Competencies

### Essential:

- Book-keeping or accounting part or full qualification.
- Strong numeracy skills (Higher Mathematics or equivalent).
- 3+ years experience in an office environment.
- Excellent communication skills.
- High proficiency in Microsoft Excel.

### Desirable:

- University degree.
- Experience with Xero accounting software or similar platforms.
- Knowledge of Stripe, Dext and other related software.

# WHY, WHAT, HOW?

## OUR PURPOSE

We exist to maximise enterprises' potential, so they can deliver extraordinary impact.

## OUR VISION

A world whose biggest challenges are being tackled by enterprises creating extraordinary impact.

## THE PROBLEM WE'RE TACKLING

Many enterprises do not perform at their fullest potential and may lack the capacity to operate better, thereby limiting their impact on global challenges.

## OUR MISSION

Our mission is to help deliver better solutions to global challenges by improving the performance of enterprises.

# Benefits



## Holiday entitlement

The holiday entitlement for full-time staff is 28 working days per year, inclusive of 8 public holidays. Staff receive an additional 4 days leave during the December festive break. Part-time staff receive a pro-rated entitlement.



## Flexible working

Staff generally work office hours – most staff adopt 'hybrid' working, but we encourage at least one day per week in the office. This role will allow you to tailor your schedule to fit personal commitments while contributing to our team's success



## Cycle to Work scheme

Challenges offers a cycle to work scheme that enables a discount towards any bicycle you purchase for the purpose of getting to work.



## Other benefits

Also available to staff is a pension scheme, and professional development courses through the Chartered Management Institute (CMI).

## Contact us



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**Challenges  
Group**