



BIG SOCIETY CAPITAL

Working with us to improve the lives of people in the UK

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Introduction

Thank you for considering Big Society Capital. During our exciting 10 year anniversary year, we are delighted to be recruiting a talented and ambitious Graduate Finance Assistant to support our accounting work whilst being supported through your ACCA studies.

We believe this is a fantastic opportunity for anyone who is passionate about our mission to improve lives across the UK and who can bring enthusiasm and commitment to the role they will play in delivering that mission.

We have put together this job pack to give you some insight about us and what it is like to work here, as well as some understanding about the role we have on offer and the skills and experience we are looking for.

Who we are

As the UK's leading social impact investor, our role is uniting capital, expertise and ideas to create better lives.

Working with expert partners, we seek to understand people's needs first. Then, using our knowledge and capital, we collaborate and invest with fund managers who also want to create a better, sustainable future.

They, and the social enterprises and charities they invest in, create the impact. Our role is to bring the most relevant experts from our network to the table, generating ideas and connecting capital to where it's most needed.

We want to give more people and communities the chance to have an impact on the issues they care about - from housing and access to affordable financial products and services, to health and wellbeing, and community resilience. In this way, we create opportunities for investors and enterprises to generate systemic social change, not just for today but for generations to come.

What we do

Our work at Big Society Capital starts with building an understanding of the social issue and the sustainable enterprise solutions that can bring about change. We then design or improve investment routes that can bring together the needs of enterprises and investors. We seed and test new solutions across a wide range of social issues and asset classes and scale up those that work by bringing in more capital alongside us. We believe sustainable solutions can attract the greatest capital and ultimately grow to have the biggest impact on people's lives. You can learn more about our social impact [here](#).

As a wholesale social impact investor, we invest into fund managers who in turn provide capital to enterprises that can bring about social change. So far, in collaboration with other investors, we have committed £2.4 billion* of investment. We also engage with investors, fund managers, charities and social enterprises to make it easier to use social investment.

We focus on building four key investment systems where there is greatest potential for scale of impact and where we believe we can make the biggest difference. Alongside this we run our innovation work to find the new big ideas for five years' time. You can read more about our approach [here](#). The four investment systems are: Social and Affordable Housing, Impact Venture, Social Lending and Social Outcomes Contracts.

* as at end June 2021

Our team

Our staff and Board bring together diverse experiences from the social, finance, government and business sectors to deliver our work to improve the lives of people in the UK through social investment. A full list and profiles of our staff and Board are available [here](#).

CHAIR

Robin Hindle Fisher

Robin Hindle Fisher has worked as both an executive and non-executive director in the investment management industry for all of his career and has been a charity sector trustee for over 20 years. He has served on the boards of a number of disability charities and is currently a Governor and Chair of the Grant Making and Innovation Committee at Motability. In investment management, Robin started his career as an equity analyst and portfolio manager and went on to be Managing Director of Henderson's pension fund business and later Chief Executive of Phillips & Drew Fund Management. He is currently non-executive deputy chairman of Ruffer LLP and partner at Hay Hill Partners where he works as a business coach and executive mentor. Robin also brings lived experience of social inequality having been born with disabilities caused by the drug Thalidomide.

EXECUTIVE TEAM:

ANNA SHIEL

HEAD OF ORIGATION

Anna joined us in 2012 and is responsible for our overall origination approach, looking at how social investment can be used to support business models that address social issues. She was previously a Director in Merrill Lynch's Financial Institutions Group. She is a Board member of Charity Bank.

CHRISTINE CHANG

DEPUTY CHIEF INVESTMENT OFFICER

Christine joined us in 2012 and is responsible for the delivery of our investment process. She has international finance experience including at Enclude and Goldman Sachs, and was recently on secondment to run Esmée Fairbairn Foundation's social investments. Christine is passionate about the delivery of social impact by charities and social enterprises, and sits on the boards of Thera Trust and Pact Futures CIC.

DAVID BURNDRED

CHIEF FINANCIAL OFFICER

David joined us in 2017 and leads our finance, legal, compliance, people and operations teams. He has held a number of senior leadership roles, most recently as CFO at Lewis Silkin LLP, and spent nine years at CDC Group as an Investment Manager. He advises a number of charitable organisations on financial management and strategy matters and is a Trustee of a community sports organisation.



JAMES WESTHEAD

HEAD OF ENGAGEMENT

James joined us in 2019 and is responsible for our engagement with investors, and charities and social enterprises. He was previously Executive Director of External Relations at Teach First and prior to that, an Education & Social Policy Correspondent at the BBC. He is a trustee of Literacy Pirates, which provides after school programmes to improve children's literacy and confidence.

JEREMY ROGERS

CHIEF INVESTMENT OFFICER

Jeremy joined us in 2013 and is responsible for investing and managing our portfolio. He has twenty years of experience across the financial and social sectors including as a Managing Director at JP Morgan, Big Issue Invest and Ashoka. Jeremy has held multiple voluntary and non-executive roles at charities and social enterprises including the Princes Trust, Ashoka, Big Issue Invest and Pilotlight. He is also a Senior Advisor to the Rockefeller Foundation.

STEPHEN MUERS

CEO

Stephen joined us in 2016 and prior to being CEO, he was Head of Strategy and Market Development, responsible for our Early Action focus area, strategy and relationship with government. He was previously Director, Criminal Justice Policy at the Ministry of Justice, and has held senior roles across many government departments. He is Chair of the Friends Provident Foundation and his book "Culture and Values at the Heart of Policy Making" was published in 2020.

Working here

Purpose

As a member of the team, you have an opportunity to shape our work and the impact we can have to improve people's lives across the UK through social investment.

Benefits

We provide a salary and benefit package that is very competitive within the UK social and public sector (please see page 6).

Values

Our organisational culture shapes all our work. Our values articulate the culture we seek to create and encapsulate a number of behaviours and attitudes we feel are necessary to live up to our purpose.

Purposeful: We are passionate and energetic in our work to bring about our long-term vision of a thriving social investment market that enables positive social impact.

Pioneering Spirit: We give our team the autonomy and flexibility to be entrepreneurial and creative. We have the courage to push boundaries and a restless drive for change.

Openness: We listen, learn, experiment and collaborate. And we are adaptive and flexible in responding to what we learn.

Rigorous: We take a rigorous approach in all we do. We expect the highest standards and continually strive for excellence.

Respectful: We are genuine in both our approach and aspiration. We value each member of our team and our partners for what they bring.



Equality, Diversity and Inclusion (EDI)

Big Society Capital is committed to being a diverse organisation that is truly representative of the communities we serve. We are an equal opportunities employer with an inclusive environment where all employees can contribute to their fullest potential. We want every colleague to be able to deliver their work with dignity, equality, comfort and independence.

Our office is fully accessible with step-free access and an open-plan set up. We are open to accommodation requests regarding assistive technologies, accessibility tools, flexible working or any other reasonable adjustments that will make working or visiting here more accessible for you.

If you have a disability or other access needs and require any support to assist you through the recruitment process, please get in touch with Ruth Davidson (People and Talent Manager) at rdavidson@bigsocietycapital.com.

You can find more information about our approach to EDI [here](#).

Benefits and perks

Health and wellbeing

We want to support the wellness of our team as much as possible which is why we not only offer a generous pension, medical, vision and life cover but also 24/7 access to online, phone or face-to-face counselling. Our enhanced family leave package and flexible working approach encourages Big Society Capital employees to achieve a healthy balance between work and personal goals, as we continue to adapt to the changing needs of our diverse workforce.

Community

While we enjoy the benefit of regularly working from home, there is a strong sense of community at Big Society Capital and we like to find opportunities to come together as a team. We hold regular company-wide socials and events, potluck lunches, family sports days and team breakfasts. There are several colleague-led social groups on offer, celebrating diversity and covering a wide range of interests, from running to book clubs to TED Talks!

Learning and development

We are proud of our open learning culture with opportunities for formal and informal training – you will be given the support and autonomy needed to tailor your own development journey, taking into account your long-term ambitions and short to medium term needs within the role in a way that is engaging and stretching. Our twice-yearly induction is hosted by Big Society Capital but with speakers from across the sector, offering a comprehensive introduction to social investment for all new joiners. We have an open library with a wide range of fiction and non-fiction books for you to borrow (and add to!).

Holidays

It's crucial that everyone has a chance to genuinely switch off, refresh and recharge, which is why we go beyond our annual holiday entitlement, offering additional closure days and increased time off the longer you work here.

Make an impact

Our whole team has the opportunity to contribute to improving people's lives across the UK through social investment with regular opportunities to hear from frontline charities and social enterprises. Employees are encouraged and supported to become a social sector trustee and given time off to volunteer for causes they are passionate about – we love to hear how colleagues spend their volunteering days!

Travel

While you will not be required to come into the office every day, it is in a convenient location for when you do! We are based in Central London, close to a number of public transport links and for anyone who prefers to cycle in, we offer a cycle to work scheme and bike storage on site.



Graduate Finance Assistant

Location:	London EC4A (hybrid office and homeworking)
Accountable to:	Senior Finance Manager
Contract type:	Full-time, permanent (open to flexible working options)
Salary:	£28,000 - £30,000 (depending on experience)

Overall purpose of the role:

As we bed in our exciting and pioneering listed social impact investment trust - the Schroder BSC Social Impact Trust (SBSI) - and come to implement our 2025 strategy, it couldn't be a better time to join Big Society Capital (BSC) - the UK's leading social impact-led investor, aiming to improve the lives of people in the UK through investment with a sustainable return.

We are looking for an enthusiastic graduate to join our team as a Finance Assistant. We foster a collaborative, inclusive working environment with a culture of continuous learning, and where everyone is encouraged to bring their own creative ideas. Throughout your time with us, you will gain experience in finance within the social impact investment sector whilst completing the ACCA Accounting qualification.

This is a unique opportunity to accelerate your Finance career as part of a lean, dynamic and supportive team, offering the opportunity to perform day-to-day financial processes whilst learning and progressing as you study for exams. Our flexible, hybrid working culture along with generous study leave will allow you the time and space needed to study whilst gaining valuable experience in a full-time role.

The Finance Assistant will contribute to the mission and vision of Big Society Capital by supporting all of the organisation's corporate accounting across both SBSI and BSC. The position will initially focus on supporting key finance processes including investment accounting, preparing and monitoring departmental budgets, management of transactions within the BSC and SBSI treasury portfolios, production of BSC monthly management accounts, external reporting requirements and annual year-end tax reporting. It will also include some responsibility for the half yearly valuation of investments.

Who you will be working with at BSC: The Finance Team currently consists of the Head of Finance, Senior Advisor – Financial Management, 3 Senior Managers, Finance Assistant and Finance Apprentice. You will also collaborate with and learn from the wider BSC team, particularly the Investment Group, the Legal and Compliance team and the IT and Business Support teams.

Who you will be working with outside BSC: Fund managers, Suppliers, Auditors, investees, treasury management providers, Banks, administrators, custodians, depositories.

Responsibilities:

- Support the month end accounting process, including reporting to Senior Management.
- Support the investment drawdown processes including monitoring the mailbox, arranging drawdown checklists, payments and posting accounting entries.
- Transactional support for the Schroder BSC Social Impact Trust (SBSI) and preparation of relevant reporting files for the 3rd party Administrators.
- Review quarterly Fund reporting and Audited Accounts from BSC's investments and ensure Fund income and expenditure and valuation gains/losses are accurately recorded in BSC's accounting system. Liaison with Fund Managers as required.
- Responsibility for collating fund partnership tax returns for each fund investments and preparing relevant summaries to support BSC's year end tax reporting.
- Responsibility for management of key processes for acquisition and disposal of Treasury holdings including ensuring that custodian requirements are met and all Treasury transactions are correctly accounted for.
- Assist in liaising with auditors to ensure accurate and timely completion of the year end process.
- Assist in preparing and updating finance procedures.
- Undertake project work to support the development of BSC and the finance function, including supporting the introduction of external social impact investing products.
- Absence cover for other team members
- Perform ad hoc financial requests as needed.

Person Profile

Essential Experience

- Graduate – preferably with finance, business, economics or mathematics background

Desirable Experience

- Excel experience
- Prior experience in an accounting role

Skills and Abilities

- Problem solving skills: able to come up with innovative solutions to complex problems and contribute ideas of processes
- Collegial team player - Flexible and willing to work with and contribute to a team
- Self-starter - able to work under own initiative and source new opportunities
- Organised with great attention to detail
- Good communication and relationship- building skills
- A passion for social impact and BSC's mission

Applications

- Please apply via Applied by midday Monday 1st August 2022 at this link:

<https://app.beapplied.com/apply/xpolvxnho6>

- Applied is a platform designed to minimise unconscious bias in recruitment. You will be asked some work-based questions which are reviewed anonymously by the hiring panel. Please note, while you will upload your CV, it will not be viewed by panel members at this stage, so we ask that you give full consideration to each answer.
- As a Disability Confident employer, we guarantee an interview for all candidates with disabilities who meet the minimum criteria for the job. We are defining a disability in accordance with the Equality Act 2010, as a person who has a physical or mental impairment, and the impairment has a substantial and long-term adverse effect on their ability to carry out normal day-to-day activities. You will be asked in your Applied application whether this applies to you.

Please note....

- Location: We are a UK-based business with an office in the Chancery Lane area of London, accessible to a number of public transport links. Our current approach allows colleagues to spend 40% - 60% of their working hours in the office, and the remainder from home. We hope that this working pattern encourages Big Society Capital employees to achieve a healthy balance between work and personal goals, as we continue to adapt to the changing needs of our diverse workforce.
- Right to work: all applicants must have the existing right to work in the UK
- Equality, Diversity and Inclusion: Big Society Capital is committed to being a diverse organisation that is truly representative of the communities we serve. We are an equal opportunities employer with an inclusive environment where all employees can contribute to their fullest potential. We want every colleague to be able to deliver their work with dignity, equality, comfort and independence. Our office is fully accessible with step-free access and an open-plan set up. We are open to accommodation requests regarding assistive technologies, accessibility tools, flexible working or any other reasonable adjustments that will make working or visiting here more accessible for you. If you have a disability or other access needs and require any support to assist you through the recruitment process, please get in touch with Ruth Davidson (People and Talent Manager) at rdavidson@bigsocietycapital.com

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- Right to work: for candidates who do not have the right to work in the UK, Big Society Capital may consider visa sponsorship
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