

# Financial Architect Job Description

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## Uncharted

Uncharted helps entrepreneurs tackling major problems (like poverty, lack of education, and access to clean water). We swarm them with mentors, funders, and a global network to help grow their impact. We have run and supported 36 programs in 26 countries, supporting over 592 entrepreneurs creating impact in 95 countries. Collectively, our entrepreneurs have raised \$223 million and have benefited +25M lives.

## The problem

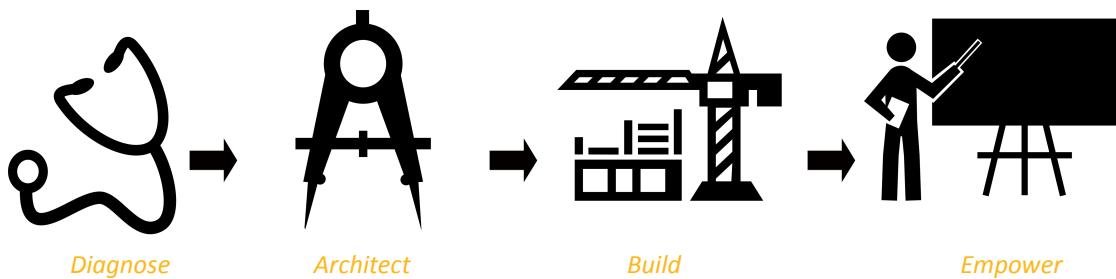
Our entrepreneurs are not financial or accounting experts (and many lack a teammate who is either!). They know how to design products that customers will buy, but they don't know how to design financial models. They know how to cast a vision, but they don't know how to translate that vision into their financial models. They know how to build relationships with investors, but they don't know how to give those investors confidence by building sound internal norms and financial policies.

## The solution: YOU

Enter you, the Uncharted Financial Architect. Your role will be to build the financial and accounting infrastructure for the 2018 Uncharted class of entrepreneurs. From diagnosing the state of a venture's current financial affairs, to cleaning up the books, to building a financial model from which the entrepreneur can make management decisions, your role will be to step in as the temporary CFO of multiple early-stage impact-focused ventures.

Your ultimate goal? Help 2-4 ventures build internal financial systems and policies that helps them make more sound management decisions and enter investor conversations with confidence!

More specifically, you will:



### Diagnose:

Your first job is to be a doctor and figure out where it hurts

- Work directly with 2-4 entrepreneurs (CEO and/or CFO) to understand the existing financial health of the organization
- Review their chart of accounts
- Pretend you are an investor and review their internal financial policies, looking for anything you would find concerning

### **Architect:**

Your second job is to take the current financial state of a venture and design a process to get them to a state of financial health

- Architect a game plan to get the venture to a state of financial and accounting health
- Establish an Accounting Department Operations dashboard

### **Build:**

Your third job is to execute the game plan you designed to get the venture to financial health

- Work closely with the CEO/CFO to build out/update historical and forward-looking financial documents
- Help the venture develop and implement sound internal processes
- Help entrepreneurs prepare investor-documents

### **Empower:**

Your fourth (and most important job) will be to empower the entrepreneur to own their financial and accounting management

- Teach the entrepreneur the principles and methods of maintaining financial health. The goal will be for them to own their finances and accounting going forward, even when you are no longer working with them

## **The Opportunity (What's in it for You?):**

This role is equal parts learning, teaching, and doing-- a combination that we hope gives long-term value to you, your skill set, and your impact on the world.

### **Learning**

You will learn how to apply the financial and accounting principles you have learned in a real-life context, working directly with entrepreneurs. Additionally, you can sit in on all the accelerator experiences, including workshops and meetings led by Uncharted Mentors.

### **Doing**

This is not theory – this is turning your theory into action. The companies need your help! You will actually be building financial models, renovating historical financial documents, and playing a central role in the investment process. The success of this lies squarely on your shoulders. You will be adding team capacity wherever the venture needs it!

### **You Will Be In the Middle of an Awesome Network**

Uncharted has relationships with over 500 impact funders: from large, well-known Institutions (Rockefeller Foundation, Acumen Fund, USAID, Etc.) to local angels and everything in between. We can connect you (and the ventures you support) to any of these funders! Additionally, you will be working with the ventures and their mentor teams (such as the former CTO of HP, the Chief Talent Officer of Wikimedia Foundation, and a serial entrepreneur who has started 12 companies and raised \$1b in funding!).

### **Your Work Is Crazy Valuable (It should be a major resume builder!)**

Your work for the ventures will be discussed with mentors and will be used in meeting with funders. You will be able to clearly show where a venture was before you, where they are after your work, and how you got them there!

### **Compensation:**

You'll receive a \$2,500 stipend for the position to cover your expenses during the internship.

**Dates:**

You are expected to work 5-10 hours per week from May 28 - June 15 , 20 hours the week of June 18 - June 22, and 10-14 hours per week from June 25 - August 3. (Hours and flexible and most of the work can be done remotely except for the week of June 18 - June 22)

**Who we want:**

If you want to go work for institutional finance on Wall Street, this is not the right role for you. But if you could see yourself as a CFO one day or want to get involved in startup financing, this position is for you.

Ideally, you have:

- Experience building complex financial models, conducting quantitative and qualitative financial analyses and scenario analysis
- Experience using financial documents to make management/strategic decisions
- Experience as an entrepreneur, working with entrepreneurs, or in entrepreneurial, ambiguous environments
- Experience in strategic thinking
- Advanced Microsoft Excel and Quickbook skills
- BA in Finance or Accounting; advanced degree preferred

## Apply for Financial Architect Position

**Due: March 23rd, 2018 (Rolling Application)**

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Thank you for your interest in applying for this role! We look forward to reading your application!

**Step 1: How to Apply**

Send an email by March 23 to Sara Rodriguez, our COO, at [sara@uncharted.org](mailto:sara@uncharted.org) with the subject line "Financial Architect: [Your Name]". In the email, please include the following:

- Your resume
- An expression of interest as to why you're the perfect Uncharted Financial Architect (in place of the cover letter, please attach this in a different file)

**Step 2: If you move on to the next round, we will have you do the following:**

- Have an interview with the Uncharted Team
- Complete a Job-Related Challenge (which we will explain at that time. Approx. 3 hours)
- Provide at least 2 references

**Step 3: Our Goal is to Make An Offer by April 19th****Step 4: Start May 28th !**