



Head of Finance, Smart Works Charity

Job Description

Job Title:	Head of Finance
Location:	London
Salary:	£45,000 to £50,000 per annum
Type:	Permanent, 4 days a week considered

About Smart Works:

Smart Works is a dynamic, high profile and fast-growing UK charity that dresses and trains disadvantaged women for success at job interview. Voted Social Action Charity of the Year, the Smart Works service is delivered in London, Manchester, Edinburgh, Birmingham, Newcastle and Reading, and at each centre, over one in two of the women we see go on to succeed at their interview. We harness the power of clothes and confidence to allow women to go on and be the best that can be. Above all we are passionate about taking our tangible, high-impact and inspirational service to help as many women as possible.

Purpose of the Job:

The Head of Finance is a newly-created, senior role, with overall responsibility for the day to day financial control and financial management of the charity. This is an exciting opportunity for someone who wants genuine opportunity to contribute to the strategic growth of a highly respected and high-profile organisation, whilst working with a skilled, dynamic and engaging staff team. Despite our reputation, Smart Works remains a small charity and we want someone who is prepared to get involved in all aspects of the financial management and growth of our organisation.

Ensuring that financial information and processes are well understood by non-finance colleagues will be a key element of this role. Reporting directly to the Chief Executive, you will work closely with the Treasurer to ensure that Trustees are provided with all relevant information. You will become a key member of the senior team, managing the finance team in London and across our network, and working alongside the Director of Operations to deliver the financial agenda to support our strategy for growth. Having a robust finance function is essential for the success of the organisation.

The post is a full-time role based at our HQ in London, although we would consider part-time or flexible hours for the right candidate. The successful candidate will be appointed with a starting salary in the range of £45,000 to £50,000 depending on qualifications and experience. We welcome applications from outside the charity sector, and pride ourselves on being a flexible and supportive employer.

This is an excellent time to join the Smart Works senior team and use your skills and experience to make a tangible difference to help the women we support every day.



Key Responsibilities:

Overall responsibility for the finance function including:

Financial systems and control

- Manage and develop the financial systems and control, using the accounting package Xero and ensure that all controls are adhered to
- Manage the year-end process and group audit
- Manage tax and payroll, monitor cashflow and ensure compliance with all financial and legal regulations

Management accounting

- Lead the annual business planning cycle, providing support to senior staff in London and liaising with regional Smart Works centres
- Produce accurate monthly and quarterly management accounts with supporting narrative
- Support the CEO and Director of Operations in driving an efficiency and effectiveness culture within the Charity
- Continuously improve procedures, templates, reports and guidance to ensure fit for purpose and effective

General responsibilities

- Support the CEO in the wider organisational responsibilities for risk management, policies and procedures,
- Provide financial information to funders and financial support on new fundraising initiatives
- Deal with other challenges which may emerge as part of the finance brief and support the CEO and other members of the senior management team as requested
- Provide leadership and development to the junior members of the team
- Encourage collaboration and learning amongst teams
- Carry out ad-hoc duties as requested by the CEO
- Liaise with the Treasurer

Person Specification:

Professional qualifications and experience

- Including: ACA/ACCA/CIMA or equivalent, Management Experience, Statutory Accounts Production, Multi Year Budgeting and Forecasting experience

To apply:

Applicants should apply by submitting a cover letter (of no more than two pages) and a CV to recruitment@smartworks.org.uk and include "Head of Finance" in the email title. As this is a new position, it would be helpful if you could include your likely start date in the cover letter.

If you would like an informal conversation prior to applying, please do contact our CEO, Kate Stephens (kate.stephens@smartworks.org.uk)

The deadline for applications is midnight on Friday 6 July with interviews likely to take place the following week.