



## Honorary Treasurer and Trustee of Smart Works Charity

### Join Smart Works for an opportunity to make a difference

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An exciting opportunity has arisen to join our Board as Honorary Treasurer, as our current treasurer comes to the end of her term in March 2019. Use your experience and financial management skills to help drive and support the charity's strategic direction and on-going success, making a difference for thousands of women in need.

### About Smart Works

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Smart Works is a dynamic, high profile and fast-growing volunteer-led UK charity that dresses and trains unemployed 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, more than one in two of the women we see go on to succeed at their interview. We are passionate about taking this service across the UK to help as many women as we can, and committed to delivering a service that is transformational, high-impact and inspirational.

### About the role

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Smart Works is led by a Board of eight passionate and dedicated trustees, who are responsible for the governance and strategic direction of the charity. We are seeking to recruit a qualified and experienced accountant as the new Honorary Treasurer. This is an unpaid role.

Working closely the Chair and Chief Executive, you will oversee the financial position, internal control and risk management matters of the charity in line with best practice, our governing document and legal requirements, and will support the Head of Finance in reporting on these to the Board.

The successful candidate would serve initially for three years with the potential to be reappointed for up to a further two terms of three years after that.

### Principal responsibilities

- Oversight of budgets, internal and external financial reporting, alerting the Board to key matters
- Ensuring that the financial resources of the charity are sufficient to meet its present and foreseen needs
- Oversight of the development and implementation of appropriate financial policies, accounting procedures and controls and risk management processes, to safeguard the charity's assets and financial position
- Ensuring the Board is aware of its financial duties and responsibilities
- Advising on the financial implications of the organisation's strategic plans
- Ensuring the Charity complies with relevant fiscal requirements
- Appointment of Smart Works' independent examiners/auditors, dealing with board level liaison on specific issues and assessing their performance.



## **Person Specification**

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To take up the critical role of Treasurer, you will need to be engaged and motivated in the work and mission of Smart Works. Commitment, engagement and reliability are essential to fulfilling your responsibility as a Trustee.

### ***Skills and experience***

- Hold a chartered accountancy qualification, with an understanding of the principal features of charity finance
- Experience of strategic financial planning and risk management
- Track record of operating within a Board or similar senior environment in a charitable, public sector or commercial organisation
- Capacity to challenge, engage and contribute to the work of the Board in a positive manner
- Ability to build and sustain relationships with key stakeholders and colleagues to achieve organisational objectives
- Demonstrate a consultative, collegiate, constructive and supportive style
- Ability to represent the charity internally and externally
- An understanding of the legal duties, responsibilities and liabilities of trustees
- Embody the values of Smart Works, with a commitment to fairness and to promoting equality and diversity, acting at all times with honesty and integrity.

### **To apply:**

Applicants should apply by submitting a cover letter (of no more than two pages) and a CV to [recruitment@smartworks.org.uk](mailto:recruitment@smartworks.org.uk) and include "Treasurer" in the email title.

For an informal talk with the CEO or Chair prior to applying, please send an email to [kate.stephens@smartworks.org.uk](mailto:kate.stephens@smartworks.org.uk) and we will set this up.

The deadline for applications is Wednesday 16<sup>th</sup> January with interviews likely to take place the following week.