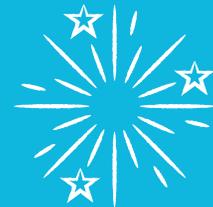


SMART
WORKS

SMART WORKS

Application pack for the role
of Senior Finance Manager



Based in London
Full time (flexible hours and remote
working considered)

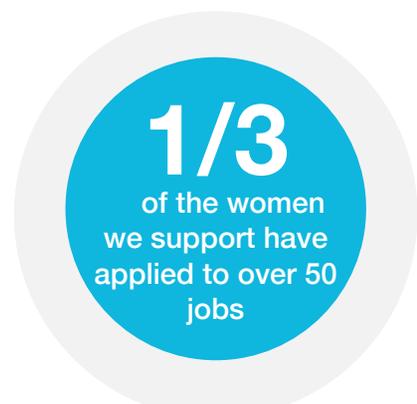
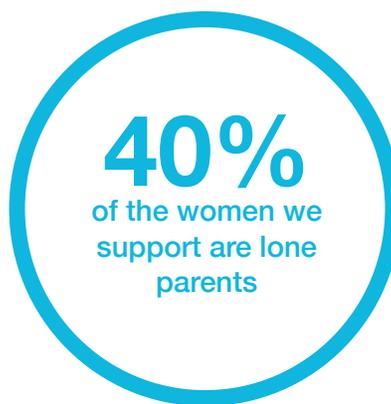
£45k to £50k

About Smart Works

Smart Works is a dynamic, high profile and fast-growing UK charity that dresses and coaches unemployed women for success at their job interview. We empower each woman by giving her the clothes and the confidence she needs to succeed. After visiting Smart Works, 65% secure a job within a month, gaining financial independence and transforming their lives.

The Smart Works service is delivered in London, Manchester, Edinburgh, Birmingham, Newcastle, Reading and Leeds. It is our mission that any woman who needs our service should be able to find her way to a Smart Works centre.

Smart Works has been voted Social Action Charity of the Year and is honoured to have The Duchess of Sussex as our Patron.



17,000
WOMEN SUPPORTED
BY OUR SERVICE

65% go on to get the job within a month of their appointment



About the role

Smart Works is looking for a bright and dynamic financial professional to join our outstanding staff team. This is a full time, permanent role, based in London with the potential for flexible working arrangements.

This is a newly-created role with overall responsibility for the day to day financial control and management of the charity. The successful candidate will be a qualified accountant (or a part-qualified finalist) able to lead by example and get things done through their own drive and determination. They will take ownership of the end to end finance process and be responsible for producing monthly management accounts. They will have strong communication skills and play a crucial part in liaising with our regional centres, building strong relationships with colleagues across the Smart Works community.

This is a hands-on role and the incumbent should thrive on working in the detail but also be able to articulate in a clear and concise manner to senior management. They will need to be excited about the varying challenges that will undoubtedly come with working for a growing and agile organisation, and have a passion for the work we do and the difference we can make to the lives of the women we support.

The role will report into a Director of Finance and the CEO. There will be progression opportunities to allow the successful candidate to join the senior management team and play a crucial leadership role in the future development of the organisation.

The post is a full-time role based at our HQ in London. However, we are flexible in current working arrangements for the right candidate. We welcome applications from outside the charity sector, although some charity accounting experience is preferred.

We promote equality, diversity and inclusion in our workplace and make recruitment decisions by matching the charity's needs with the skills and experience of candidates, irrespective of age, disability (including hidden disabilities), gender, gender identity or gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, or sexual orientation. We are keen to encourage a diverse range of perspectives, skills, experience and knowledge within Smart Works Charity.

Duties and Responsibilities

Financial systems and control - Key

Management and development of the financial systems and control processes using the accounting package Xero

Management and submission of tax submissions, payroll, bank accounts and cashflow and ensuring compliance with statutory financial and legal requirements

Closing the books, production of the Statutory Accounts and liaison with the auditors throughout the reporting cycle under the direction of the Director of Finance

Management accounting - Key

Leading the annual business planning cycle, providing support to senior staff in London and liaising and providing support and advise to regional Smart Works centres

Production of accurate and timely monthly and quarterly management accounts and forecasting

Continuously improving processes, procedures and controls and working with the Treasurer to manage the Risk Register

General responsibilities - Key

Direction and training of trainee graduates who assist with expenses input

Ensuring continuous professional development in keeping updated on latest standards, policies, developments relevant to Smart Works

Assisting with the financial aspects of Funding / Grant Applications

General responsibilities - Additional

Working with the Centres / Licensees to provide guidance, standards and an understanding of the financials across Smart Works (on a consolidated basis)

Supporting the CEO and other members of the senior management team as required

Working with the Treasurer on relevant financial initiatives as required

Skills, knowledge and personal attributes

- ACA/ACCA/CIMA or equivalent or part-qualified finalist
- Experience of month end finance processes and Statutory Accounts Production. Multi-year budgeting and forecasting experience preferred
- Experience of preparing of SORP accounts, in accordance with the Companies Act and UK GAAP as it applies to Charities is preferred but not essential
- Strong interpersonal and communication skills and an ability to work effectively with finance and non-finance colleagues across the organisation
- Enjoy working in a fast paced environment with competing and rapidly changing priorities
- Good systems skills (Xero, VAT returns, Excel, Powerpoint)

General duties of a Smart Works member

- Represent the charity's entrepreneurial drive and focus on tangible outcomes, helping to deliver big results from a small staff team
- Work collaboratively and cooperatively with all team members and take an active part in staff meetings and discussions
- Carry out tasks required by the CEO and other senior members of the team from time to time
- Adhere to our policies and procedures, and be an ambassador for our charity
- Play your part in ensuring that each woman who comes through our door is treated with respect and empathy

Benefits, terms and conditions

- Salary is £45k to £50k
- 25 days leave plus additional discretionary leave between Christmas and New Year
- 3 month notice period
- Positive, supportive working environment and opportunity for progression

How to apply

- Please apply with a cover letter and CV addressed to Kate Stephens, CEO. The cover letter should address why you are interested in the role and the skills you will bring
- We believe in concise and compelling writing, so ask that the cover letter and the CV combined are no more than four pages in length
- Please also complete the equalities monitoring form which can be found [here](#).
- Cover letter, CV and Equalities Monitoring Form should be emailed to recruitment@smartworks.org.uk
- Deadline for applications is midnight on Sunday 19 July 2020

**WE ARE A COMMUNITY BROUGHT TOGETHER BY A PASSION
FOR THE SERVICE WE DELIVER AND THE WOMEN WE SERVE**



Smart Works Charity
Charity no: 1080609