

**SMART  
WORKS**

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**APPLICATION PACK: FINANCE MANAGER**

**LOCATION: LONDON**

**FULL TIME**

**£32k - £36k** (depending on experience)

**CLOSING DATE: 21 NOVEMBER 2021**



## 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, 62% 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. Over the past eight years, Smart Works has helped 18,000 women. 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.

## ABOUT THE ROLE

Smart Works is looking to appoint an exceptional Finance Manager to join our dynamic finance team at a time of significant growth for the organisation. This is a newly created full time role, with overall responsibility for the day-to-day transactional processing, budget control monitoring and reporting for all Smart Works centres.

In addition, the incumbent will have responsibility for the preparation of the audit schedules for the year end Independent Examinations by our auditors. This role is expected to work closely with our Regional Treasurers to ensure appropriate financial management of the Smart Works Centres and to report to the Head of Finance.

This is an excellent opportunity for an ambitious candidate to learn and grow their career, and the charity will support them in their continued study, CPD and qualification, where relevant.

## DUTIES AND RESPONSIBILITIES

- Delivery of timely and accurate transaction processing, income and expenditure posting, ledger reconciliation and customer, supplier, and bank liaison for all Smart Works Centres. This would cover all AP, AR, Bank and NL in Xero.
- Assist the Regional Treasurers in the management of other forms of income and expenditure activity, including petty cash and staff expense claims.
- Analyse, reconcile, and report the financial information collected from various fundraising platforms for correct VAT treatment and accounting.
- Regular Reconciliation of Bank Accounts and control accounts on Balance Sheet
- Produce monthly Income and Expenditure Report and Balance Sheet from Xero
- Assist the Regional Treasurers in the preparation of monthly Management Accounts and Budget control.
- Assist the Regional Treasurers with the quarterly reporting and forecast on financial performance and cashflow.
- Assist the Head of Finance with group consolidation of Management Accounts
- Assist the Regional Treasurers with any ad hoc financial analysis for projects and activities financed by restricted funds.
- Preparation of Year End Lead Schedules for Independent Examinations by Auditors.
- Support the Head of Finance with ad hoc projects as required



## SKILLS, KNOWLEDGE AND PERSONAL ATTRIBUTES

- ACA, ACCA, CIMA, CIPFA newly qualified or part qualified (or equivalent, e.g. Accounting Technician)
- Good written and oral communication skills
- Proven ability to produce quality accounts and financial work under pressure and to tight deadlines
- Highly proficient in the use of Microsoft Office applications - excel is a must
- A strong accounting background and hands on experience using accounting software such as Xero or Sage
- Good analytical skills and professionally sceptical mindset
- A strong desire to learn, a willingness to share knowledge and a strong team ethic
- Enthusiastic, diligent, and energetic with a flexible approach in a rapidly changing environment
- A proven track record of providing exceptional service and establishing and maintaining strong relationships
- High level of attention to detail; ability to produce reliable, accurate work.

## How to apply

Please write a short cover letter (no more than one page) setting out why you would like the role and what skills you bring, along with a CV (also no more than two pages).

We also ask all candidates to complete an [Equalities Monitoring Form](#). Applications should be sent FAO Mehala Manimohan to [recruitment@smartworks.org.uk](mailto:recruitment@smartworks.org.uk)

The first round of interviews will be held w/c 22 November 2021.

**GOOD LUCK, WE CAN'T WAIT TO HEAR FROM YOU**