

Fashion
AS A FORCE
for good

SMART
WORKS

SMART WORKS CHARITY

FINANCE ASSISTANT

Salary: £28,000 to £32,000

Contract: Permanent

Working pattern: Full time, 9am-5pm but open to flexible working.

Location: London with hybrid working possible.

NEW CLOSING DATE: 5pm on Monday 10th February

ABOUT SMART WORKS

Smart Works is a dynamic, high profile and fast-growing UK charity that dresses, coaches and empowers unemployed women for success at their job interview. After visiting Smart Works, 63% of clients secure a job within a month.

The Smart Works service is delivered in London, Manchester, Stockport, Glasgow, Edinburgh, Birmingham, Newcastle, Reading and Leeds. Over the past eleven years, Smart Works has helped over 40,000 women. It is our mission that any woman who needs our service should be able to find her way to a Smart Works centre.

In April 2022, Smart Works launched a Three-Year Plan that will see the charity double the number of women helped annually from 5,000 to 10,000 women a year. We are on track to achieve this by expanding the reach of our existing centres and opening new centres in areas of need including Bristol; set to open in early 2025.



More information about who we are can be found on our [website](#).

ABOUT THE ROLE

Smart Works is looking to appoint an exceptional Finance Assistant to join our dynamic finance team of four at a time of significant growth for the charity.

The successful candidate will be responsible for the day-to-day transactional processing on Xero, coordinating payment runs and managing all the finance related administrative tasks for Smart Works group.

In addition, the Finance Assistant will support with the preparation of the audit schedules for the year end Independent Examinations by our auditors.

The Finance Assistant will work closely with our three Finance Managers and the Director of Finance to ensure there is appropriate financial management across the charity.

As the charity is growing and expanding, this is an excellent opportunity for an ambitious candidate who is eager to learn and grow their career.

DUTIES AND RESPONSIBILITIES

- Comply with all financial systems and control processes for Smart Works group, including daily maintenance of purchase back up system on Approval Max and Dext; credit card reconciliations and reconciliation of key accounts (eg. Trainline and Addison Lee).
- Coding and processing of customer and supplier invoices and expense claims on Xero using Approval Max and Dext
- Processing bank receipts and bank payments on Xero across Smart Works group
- Prepare weekly payment runs across Smart Works group
- Monthly payroll payments are set up accurately and in a timely manner
- Uploading all bank statements to Xero and bank reconciliations
- Dealing with financial paperwork and filing
- Analysing, reconciling, and reporting 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
- Income Reconciliation with the fundraising team
- Batch Processing for weekly payment run
- Support the Finance Manager with processing and reconciling income transactions across the Smart Works group, including fundraising platforms and gift aid processing
- Establish and maintain a strong and productive relationship with local members of staff to support processing and reconciliation tasks
- Support the Finance Managers in tasks relating to the annual audit and production of statutory accounts
- Work on adhoc tasks to support the efficient running of the finance function as requested by the Director of Finance and Finance Manager
- Responsible for onboarding new Smart Works employees to the financial systems.



SKILLS, KNOWLEDGE, AND PERSONAL ATTRIBUTES

- Experienced working within a finance function. A formal bookkeeping qualification/studying for CCAB/AAT qualification is desirable but not essential.
- Familiar with using accounting software like Xero or Sage.
- Knowledge of Approval Max and Dext preferable.
- Proven ability to work to tight deadlines.
- Curious, with a strong desire to learn and develop.
- Enthusiastic and diligent, with a flexible approach.
- High level of attention to detail, with a strong record of producing accurate work.

BENEFITS, TERMS & CONDITIONS

- The successful applicant will be required to spend one to two days per week in one of our London centres (Islington, Ladbroke Grove or Croydon).
- Salary £28-32k, depending on experience.
- 25 days annual leave excluding Bank Holidays, with discretionary leave at Christmas.
- Positive, supportive working environment with opportunities for practical training, mentorship and progression.
- Healthcare cashback plan, including money back on eyecare, dental care and prescriptions
- 24/7 wellbeing phonenumber and free face-to-face counselling on referral
- 3% Employer Pension Contribution, 5% Employee Contribution.
- Enhanced maternity pay after 1 years service by the 15th week before EWC.
- VIP access at some Smart Works sales, events and pop-up shops.
- All successful applicants must provide references and complete a satisfactory Basic DBS and Right to Work check.

HOW TO APPLY

Please submit your CV via our recruitment portal by close of play on **Monday 10th February**.

First round interviews will take place virtually in the **w/c 17th February**, with final round interviews taking place in-person in London the week commencing **24th February**. Reasonable travel costs will be covered.

If you require any reasonable adjustments or alterations for the application and recruitment processes, please contact recruitment@smartworks.org.uk about submitting a manual application.

At Smart Works we will apply suitable measures to keep your information secure in accordance with our Privacy Policy (a current version of which is available on our website)

