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AS A FORCE
for good

**SMART
WORKS**

SMART WORKS CHARITY FINANCE MANAGER

Salary: £35,000 - £40,000 (pro rata) depending on experience and location.

Working pattern: 32 hours per week.

Closing date: Tuesday 23rd April at 12 noon.

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, 69% of clients secure a job within a month.

The Smart Works service is delivered in 11 centres across the UK. Over the past ten years, Smart Works has helped over 35,000 women. It is our mission that any woman who needs our service should be able to find her way to a Smart Works centre. More information about who we are can be found on our website [here](#).



ABOUT THE ROLE

Smart Works are looking to appoint an exceptional Finance Manager to join our finance team at a time of significant growth for the organisation. Working closely with the existing finance team of four, the Finance Manager will play a crucial role in safeguarding the financial health of Smart Works Charity and its network of eleven centres across the UK.

The Finance Manager will ensure financial systems and processes are followed, financial tasks are completed before deadlines and key stakeholders receive the financial information they need to make sound decisions.

An important part of the role is to build excellent working relationships with non-financial employees working across Smart Works, so that information needed by the finance team is obtained in a timely fashion. The successful candidate will also identify opportunities for process improvements and automation.

Smart Works is growing rapidly and this is an excellent opportunity for an ambitious candidate to learn and grow their career alongside the charity. Where relevant, the charity will support the successful candidate in their continued study, CPD and qualification - and the Director of Finance will mentor the Finance Manager in their role.

Smart Works is a national charity, with Smart Works centres across the UK. There will therefore be occasional travel and liaison with local centres across the UK and HQ in London, to support induction and training, as well as the day-to-day role.



DUTIES AND RESPONSIBILITIES

Reporting to the Director of Finance, the successful candidate will lead a range of activities, including:

- Comply with all financial systems and control processes for Smart Works.
- Support the Director in completing submissions, filings and returns completed in a timely manner. This includes supporting the successful completion of the annual audit and production of statutory accounts.
- Produce monthly income and expenditure reports, balance sheets, management accounts and the production of financial board papers for Smart Works Charity and each local centre.
- Supporting the Director in ensuring all members of staff are paid correctly and on-time.
- Deliver improvements to financial systems to drive efficiencies across the finance function.
- Establish and maintain a strong and productive relationship with local treasurers and other relevant stakeholders, acting as the 'go to' for day-to-day financial queries.
- Oversee the timely and accurate transaction processing and reconciliation for income and expenditure for allocated centres, providing hands on and technical support to the Finance Assistant when needed.
- Responsible for ensuring all payments are made and invoices are raised in an accurate and timely manner.
- Investing time in upskilling and developing junior members of the team.

BENEFITS, TERMS, AND CONDITIONS

- Part-time role, working 4 days per week with typical working hours 9am - 5pm in line with centre opening times. Happy to discuss flexible working at the interview.
- Salary of £35,000 - £40,000 (pro rata) depending on experience and location.
- 25 days annual leave, plus discretionary leave over Christmas and New year.
- Positive, supportive working environment with opportunities for practical training and progression.
- All successful applicants must provide two satisfactory references and complete a Basic DBS check.

SKILLS, KNOWLEDGE, AND PERSONAL ATTRIBUTES

Essential

- ACA, ACCA, CIMA, CIPFA part qualified (or equivalent, e.g. AAT qualified).
- A strong accounting background, with significant experience working within a finance function.
- Good written and oral communication skills.
- Proven ability to produce quality accounts and accurate financial work under pressure and to tight deadlines.
- Proficient in the use of Microsoft Office applications, particularly Excel.
- Good analytical skills and professional 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.

Desirable

- Experience working in the Not For Profit or Charity Sector.
- Experience using accounting package Xero.
- Knowledge of Partial Exemption VAT.

Smart Works promotes equity, diversity, and inclusion in our workplace. We particularly welcome applications from black, Asian and minority ethnic candidates, disabled candidates, and candidates with lived experience of unemployment as we would like to increase the representation of these groups at Smart Works.

HOW TO APPLY

Please submit a CV and answer the below questions via our recruitment portal [here](#) by Tuesday 23rd April at 12 noon. Applications should be addressed to Mehala Manimohan.

Please answer the following questions, as part of your application:

1. Why do you want to work for Smart Works? (Max 250 words)
2. Having reviewed the job description, what experience and skills do you have that makes you well suited to the role of Finance Manager? (Max 500 words - use of bullet points is fine).
3. Looking at the latest Annual Report for Smart Works Charity, summarise the financial position of the Charity. (Max 300 words).

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

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](#)).