



SMART
WORKS

SMART WORKS CHARITY

FINANCE OFFICER

Salary: £30,784 FTE

Contract: Permanent

Working pattern: 24 hours per week (0.6 FTE)

Location: London

Closing date: 5pm Monday 12th October 2026



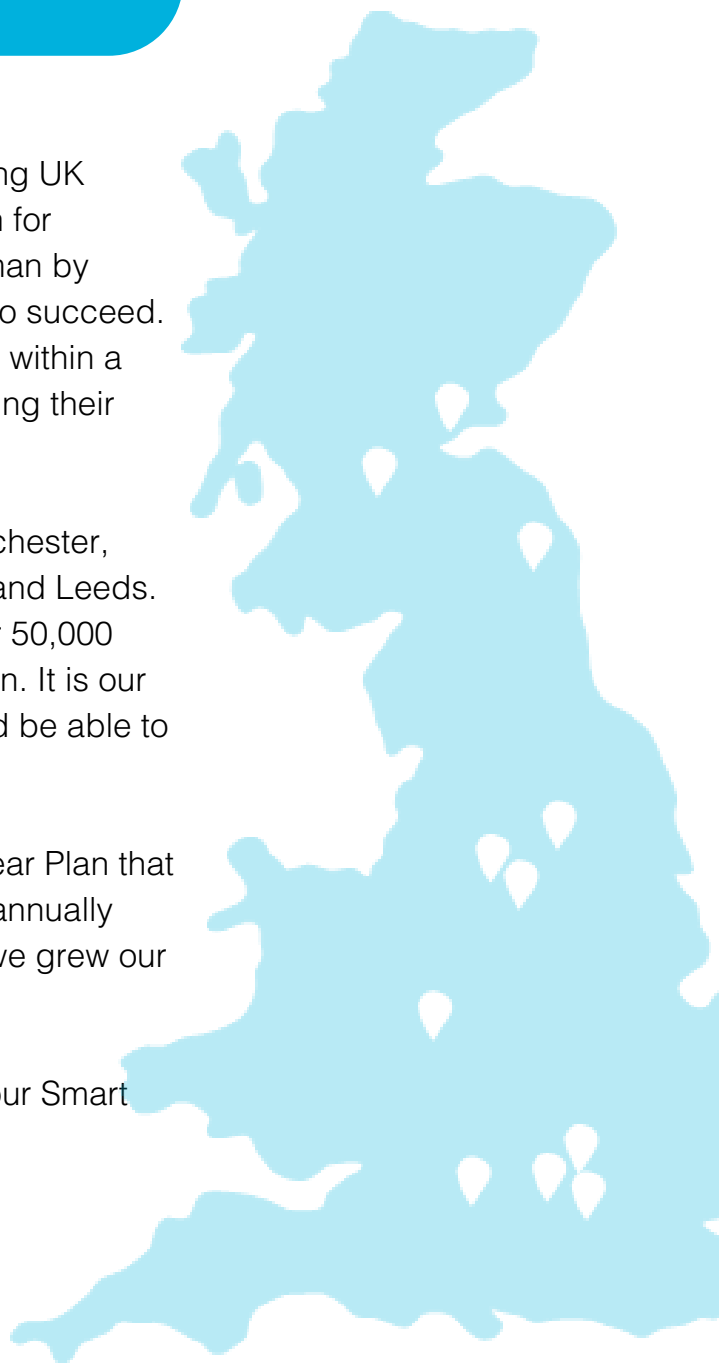
ABOUT SMART WORKS

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, 67% of clients 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, Bristol and Leeds. Over the past ten years, Smart Works has helped over 50,000 women, and last year alone we reached 10,600 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 March 2025, Smart Works completed their Three-Year Plan that saw the charity double the number of women helped annually from 5,000 to 10,000 women a year. To achieve this, we grew our existing centres and opened a new centre.

More information about who we are can be found on our Smart Works website.



ABOUT THE ROLE

The Finance Officer is responsible for managing day to day financial transactions related to Accounts Payable (AP) and Accounts Receivable (AR). This role ensures timely and accurate processing of invoices, payments, receipts, and reconciliations, while maintaining strong financial controls and supporting the wider finance team with reporting and administrative duties.

DUTIES AND RESPONSIBILITIES

Accounts Payable

- Process supplier invoices, ensuring purchase order checking, accurate coding, approvals, and compliance with company policies.
- Schedule and prepare payment run (BACS/online banking).
- Reconcile supplier statements and credit card expenses and resolve discrepancies in a timely manner.
- Maintain up-to-date vendor records and respond to supplier enquiries.
- Monitor outstanding invoices to ensure prompt payment and avoid late fees.

Accounts Receivable

- Generate and issue customer invoices according to contract/grant terms.
- Monitor customer accounts and follow up on outstanding balances to ensure timely collection.
- Record incoming payments and allocate them accurately in the accounting system.
- Maintain up-to-date customer records and provide statements when requested.
- Address customer billing queries and resolve issues efficiently.
- Process gift-aid claims.

Financial Administration & Reporting

- Monitor and manage the Finance inbox.
- Monitor and manage the Finance post.
- Assist in month-end procedures including accruals, prepayments, and journal entries.
- Support bank, ledger, and balance sheet reconciliations.
- Maintain organised financial documentation in compliance with audit requirements.
- Prepare AP/AR reports, ageing summaries, and cashflow updates.
- Support with the annual audit.
- Contribute to process improvements and internal control enhancements.



SKILLS, KNOWLEDGE & PERSONAL ATTRIBUTES

Essential

- Proven experience in accounts payable roles.
- Strong understanding of basic accounting principles and financial processes.
- Proficiency with accounting software (preferably Xero).
- High level of accuracy and attention to detail.
- Strong organisational and time-management skills.
- Good communication and interpersonal skills for liaising with suppliers, customers, and internal teams.
- Competence in Microsoft Excel and general IT skills.

Desirable

- Proven experience in accounts receivable roles.
- AAT qualification (or working towards) or equivalent finance certification.

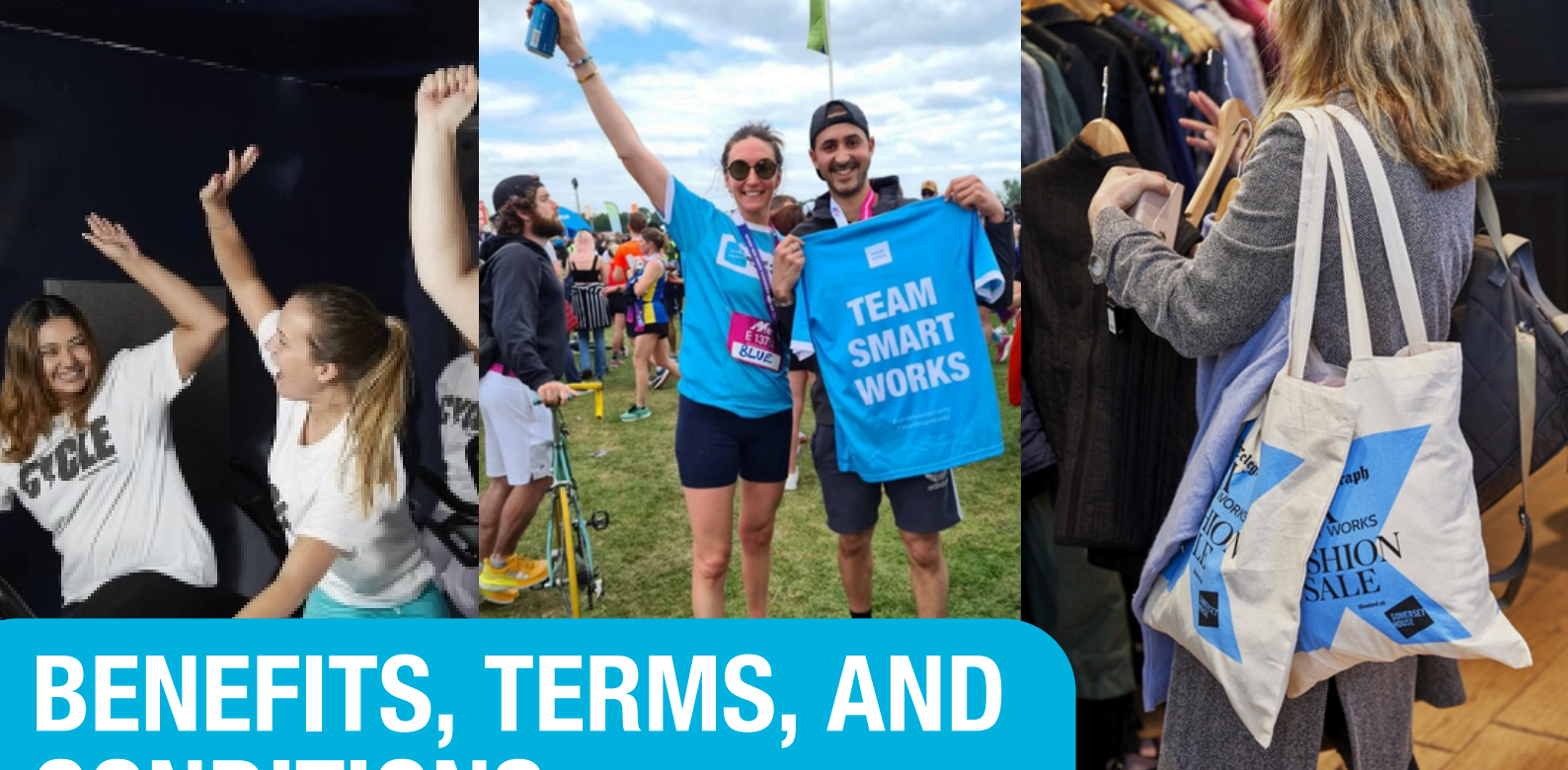
Personal Attributes

- Proactive, reliable, and able to work independently.
- Strong problem-solving skills and a commitment to continuous improvement.
- Ability to manage multiple priorities in a fast-paced environment.
- Professional, courteous, and customer-focused approach.

General duties of a Smart Works staff 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
- 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

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



BENEFITS, TERMS, AND CONDITIONS



- Salary of £30,784 FTE
 - Permanent.
 - 24 hours per week with flexibility on work pattern. Smart Works Charity operates a hybrid working approach guided by our Day-to-Day Working Policy. Our standard working week is 40 hours, with flexibility around start and finish times, provided our core hours of 10am to 4pm are covered.
 - For most roles, we ask staff to work at least three days a week in the office (pro-rata for part-time roles), including at least one Monday or Friday, with the remaining days from home.
 - Reporting to the Finance Manager.
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- 25 days annual leave, plus bank holidays and additional discretionary leave between Christmas and New Year
 - Healthcare cashback plan via Simply Health including money back on eyecare, dental care, prescriptions, diagnostics and more
 - Option to add a partner for a cost and up to 4 children for free
 - 24/7 wellbeing phoneline and free face-to-face counselling on referral
 - 3% Employer Pension Contribution, 5% Employee Contribution.
 - Enhanced maternity/paternity pay after 1 years service
 - Other enhanced compassionate and family leave policies to support colleagues
 - VIP access at some Smart Works sales, events and pop-up shops.
 - Positive working environment with investment in training and progression.
 - All successful applicants must provide references and complete a satisfactory Basic DBS and Right to Work check.



HOW TO APPLY

Please use our portal to submit a CV and answer the following screening questions by 5pm on Monday 12th October 2026.

- 1.What interests you about Smart Works and this role? (max 200 words)
- 2.Describe your experience processing accounts payable and accounts receivable. What specific systems and processes have you used, and what volume of transactions did you handle? (max 250 words)
- 3.This role requires communicating with suppliers, customers, and internal teams. What do you think is important when communicating internally and externally? (max 200 words)
- 4.Tell us about a time you identified and resolved a financial discrepancy (e.g., invoice, reconciliation, or payment issue). What steps did you take, and what was the outcome? (max 250 words)

INTERVIEWS

1st round interviews will take place on **Tuesday 20th October** via Microsoft Teams and **2nd round interviews** will take place in person on **29th October** at our **North London centre**. Reasonable travel costs can be reimbursed as long as receipts are retained.

ADJUSTMENTS

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

Smart Works is committed to best practice employment practices, including reducing the burden for those seeking work. Smart Works will therefore reimburse reasonable costs of travel to interviews if required.

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](#)).