

SMART WORKS

TREASURER ROLE

DESCRIPTION

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, coaching 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, Birmingham, Edinburgh, Leeds, Manchester, Newcastle and Reading. Each centre is an independent charity with its own Board of Trustees, but is part of the wider Smart Works group.

Over the last eight years, Smart Works has helped 20,000 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 Edinburgh is looking for a qualified accountant to join their Board of Trustees as Treasurer. This is an important position, with the successful candidate working closely with the Chairwoman of Trustees to ensure Smart Works Edinburgh is well-run, effective and there for any woman who needs our help.

The Treasurer has oversight of the financial management of Smart Works Edinburgh, monitoring the financial health of the charity and providing the wider Board with the financial information they need to make thoughtful and considered decisions.

The successful candidate will oversee the financial affairs of Smart Works Edinburgh, ensuring financial procedures are in place, proper records are kept and regularly review income and expenditure. The Treasurer will also oversee the production of key financial reports, returns and audits.

Smart Works Edinburgh is part of the wider Smart Works group, and the Treasurer will be supported in their role by the Smart Works head office. This includes the Group Head of Finance, who manages the annual budget, audit and consolidation process, and a Group Finance Manager, who assists with bookkeeping, reconciliation and reporting through our accounting package, Xero. They will also attend monthly Treasurer calls with the Group Treasurer.

PERSONAL SPECIFICATION

This is a voluntary and unpaid position and is hands on, applicants must believe in the mission of Smart Works, align with the values of the charity and be prepared to give the role the time it requires.

It is important the applicant has time to give. Treasurers usually give a few hours a week to Smart Works, with more time given at busy times of the year (e.g. end of quarter, budgeting and audit).

This is an exciting opportunity for someone looking to use their professional experience and financial acumen for good. The Treasurer works closely with the Chair of Trustees and will make a tangible difference to the work Smart Works Edinburgh does to support unemployed women into employment across the region.

I've enjoyed being part of the Smart Works Greater Manchester team for over 3 years most of that time as treasurer. Much of the Treasurer's role I can done remotely but I love spending time in the office and seeing the impact our wonderful service has on our clients, seeing them grow in confidence, smile and leave believing they can succeed in getting a job. Our trustees, staff and volunteers are such a talented and inspiring group of women, its a real privilege and pleasure to work with them.

Alison Lever, Smart Works Greater Manchester Treasurer

SKILLS & EXPERIENCE

- ✓ A proven track record of sound judgement and effective decision making ideally within a finance function. Experience on a Board is preferable but not essential.
- ✓ An accountant who is CCAB qualified.
- ✓ A history of impartiality, fairness and the ability to respect confidences.
- ✓ Commitment to the organisation and a willingness to devote the necessary time and effort.
- ✓ Capacity to challenge, engage and contribute to the work of the Board in a positive manner.
- ✓ Ability to build and sustain relationships with key stakeholders and colleagues to achieve organisational objectives.
- ✓ Embody the values of Smart Works, with a commitment to fairness and to promoting equality and diversity, acting at all times with honesty and integrity.



LEARN MORE

If you are interested in learning more about the role of Treasurer, then you can arrange to have an informal conversation with Maggie Darling, Chair of Smart Works Edinburgh. Email maggie.darling@smartworks.org.uk to set up the appointment.

HOW TO APPLY

To apply, please submit a CV and a short covering letter (no more than two pages) outlining why you are interested in and well suited to the position to recruitment@smartworks.org.uk by 11 February 2022.