

*Fashion*  
**AS A FORCE**  
*for good*

SMART  
WORKS

# SMART WORKS SCOTLAND TREASURER

Location: **Scotland**

Time commitment: **one- two days a month on average**

Closing date: **Midnight on Sunday 6<sup>th</sup> July**



# ABOUT SMART WORKS

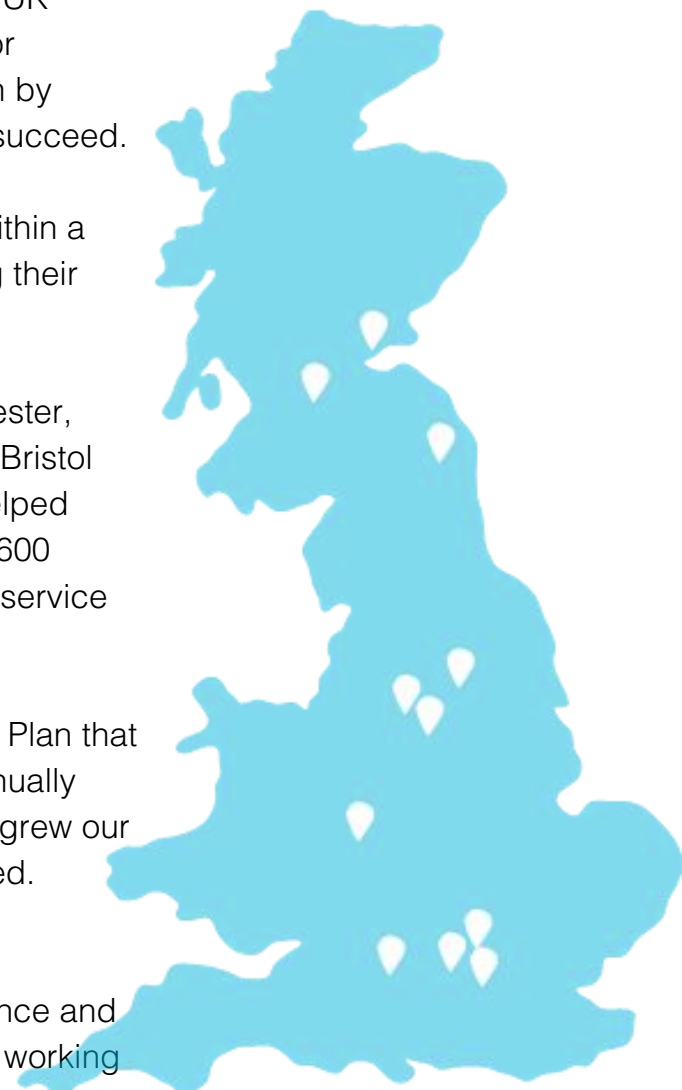
Smart Works is a dynamic, high profile and fast-growing UK charity that dresses and coaches unemployed women for success at their job interview. We empower each woman by giving her the clothes and the confidence she needs to succeed.

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, Glasgow, 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 new centres in areas of need.

Smart Works Charity is led by a Board of passionate and dedicated trustees, who are responsible for the governance and strategic direction of the Smart Works service nationally, working within a group structure. More information about who we are can be found on our Smart Works [website](#).





# ABOUT THE ROLE

A fantastic opportunity has arisen to join the Smart Works Scotland (SWS) Board of Trustees <https://scotland.smartworks.org.uk/> as Trustee and Treasurer

Our Trustees support all aspects of our work, with the aim of providing strategic support, governance and assurance that enables us to continue to deliver our core service and increase the number of women we can support into work by dressing and coaching women for interview and job success. As Treasurer, you will work with the Chair and Head of Smart Works Scotland to ensure the charity is well-run and effective, and with Smart Works Charity on key financial activities throughout the financial year.

The Treasurer has oversight of the financial strategy and management of Smart Works Scotland, monitoring the financial health of the charity and ensuring the wider Board are provided with the financial information they need to make well considered decisions. This includes producing monthly management accounts and monitoring monthly income with the Head of Scotland and the relevant staff members.

## **Support from the Smart Works Central Finance Team**

The Treasurer is supported in the role by a Central Finance Team. The Central Team includes a Director of Finance who has oversight of the financial health of the charity and leads the annual budget and audit process, and two Finance Managers who provide hands-on support to the Treasurers working across the Smart Works Group.

On a day-to-day basis, the Central Finance Team complete the book-keeping on Xero, produce financial reports, schedule payments and prepare payroll. They give the Treasurer the information they need to fulfil their duties and provide financial insight to their Board.

The time commitment for this voluntary, unpaid role is an average of 1-2 days a month, with more time given at busy periods of the year. There will be a requirement to attend our quarterly board meetings, and at present there is a finance subcommittee that usually meets once every two months when there is no Board meeting. In addition there are events to attend and occasional additional duties to support our wider work.

If you feel you have valuable experience and skills to contribute to the Smart Works mission and would like to use your professional experience for good, we would love to hear from you.



# DUTIES AND RESPONSIBILITIES

The role profile for a Smart Works Scotland trustee is aligned to the legal and charitable responsibilities that are required of all trustees by the Scottish Charity Regulator (OSCR). In addition to fulfilling these obligations, each trustee will bring their unique skills and experience to bear, to support Smart Works Scotland to deliver its strategic plans and operate in an effective and impactful way.

Specific responsibilities include:

- **Treasurer specific duties:**

- Oversee the overall strategic direction of the charity from a financial planning perspective to ensure we remain financially sustainable in the long term
- Oversee the development of annual budgets, Board reporting in relation to finance and annual financial statements to the Board of Trustees.
- Ensure that robust and comprehensive financial policies are in place and being implemented, and supporting the development of policies covering financial reserves, and cost management.
- Overseeing financial controls and adherence to systems, regularly liaising with the Head of SWS and London based finance team
- Advising on the financial implications of the charity's strategic plan, including overseeing the charity's financial risk-management process
- Ensure we are financially compliant, including preparation and submission of annual independently reviewed accounts for OSCR.
- Keeping the Board informed about its financial duties and responsibilities and liaising with the Head of SWS to develop the financial understanding of the Board of Trustees.

- **Governance:**

- Trustees will collectively ensure Smart Works Scotland is carrying out its purposes for the public benefit, in line with our charitable objects and our governing document. This includes, for example, ensuring that we are delivering effective and impactful services to the women we serve, and that we manage our resources effectively to achieve this.
- Trustees must act in the best interests of the charity at all times, and act with appropriate care and skill in doing so. This includes, for example, ensuring that Board reporting reflects key measures of success, and provides the necessary assurance to trustees.
- Trustees will ensure we maintain high standards of governance, fostering transparency and ensuring the charity holds itself accountable to its stakeholders.

- **Strategy:**

- Trustees will work together with the Chair to set the strategic direction of the charity as well as the culture through which the charity operates, with a particular focus on long term planning.

# DUTIES AND RESPONSIBILITIES

- **Assurance:**

- Trustees will work together to approve and monitor the delivery of annual plans, and will manage the finances, and manage risk, effectively.
- Trustees will be required to maintain awareness and compliance with legal and regulatory requirements relating to Smart Works Scotland.

- **Ways of Working:**

- Trustees will leverage their networks, knowledge and experience to support Smart Works Scotland, particularly in areas such as fundraising, financial management, public speaking and awareness raising.
- Trustees will advocate for Smart Works, raising its profile and the awareness of the Smart Works service, including volunteering at least 4 times a year as either a dresser, coach, in our wardrobe or at events
- Trustees are required to attend a minimum of 4 Board meetings a year and should also be willing to sit on board committees as required, with up to an additional [8] meetings a year for this purpose. Meetings are typically between 1-2 hours in duration and are set out up to 12 months in advance. Board meetings are a mix of in person and online, the finance subcommittee meetings are online.
- Trustees will build strong working relationships with the Chair, fellow trustees, staff, volunteers and supporters. We work in a small team and tailor strong interpersonal and communication skills to all levels of seniority



# SKILLS, KNOWLEDGE & PERSONAL ATTRIBUTES

## **Treasurer Specific Requirements:**

- Qualified accountant with a minimum of five years post qualification experience
- Experience of working in a senior role in finance, providing strategic financial leadership to an organisation
- Experience of working with boards to provide financial reporting
- Ability to provide financial information and analysis in ways that engage non finance professionals
- Knowledge of charity accounting and the charity SORP are advantageous though not required

## **Attributes**

- Strong commitment to Smart Works organisational purpose, mission and values
- Strong commitment to the delivery of inclusive services to the women we serve, as defined on our website, as well as commitment to positive, inclusive and collaborative organisational culture
- Strong understanding and acceptance of the legal duties, responsibilities and liabilities of Trusteeship as set out by OSCR
- Ability to contribute to the work and ongoing development of Smart Works Scotland, not only through regular attendance of Board meetings, but also through sub-committees of the Board, and/or ad hoc 'task and finish' group activity, as appropriate.
- Ability to use previous experiences in a relevant manner, whilst at the same time being able to separate oneself from prior allegiances and interests, so that conflicts can be managed openly and transparency guaranteed.
- Have the ability to bring good judgement to the board, including discussing and making decisions on matters outside of your direct area of expertise.
- Ability to think strategically and work with the rest of the Board to set the strategic long term direction of Smart Works Scotland
- Appreciation of the nature of risk management at Board level.
- Ability to distil complex information and bring a pragmatic approach to its application.

## **Skills**

- Highly effective communication and interpersonal skills, with the ability to converse beyond your own domain of expertise and to discuss complex and/or intractable problems and contribute to solutions, even if these are not perfectly aligned to your own views.
- Ability to maintain a rich network to sustain the knowledge and experience offered to Smart Works Scotland
- Ability to provide support and advice to the Trustees and officers in the affairs and strategic development of Smart Works Scotland
- You must also demonstrate a clear commitment to operating by the standards relating to public life and knowledge of the OSCR's requirements of Trustees.
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- Work with the Chair of the Board of Trustees to ensure Smart Works Scotland centres are well-run and governed effectively.
- Provide support to determine the strategic direction of Smart Works Scotland.
- Advocate for Smart Works Scotland, raising its profile and the awareness of the Smart Works service in the geographic area.
- Build strong working relationships with the Chair, fellow trustees, staff, volunteers and supporters.
- Work in a small team and tailor strong interpersonal and communication skills to all levels of seniority





## BETTER REFLECTING OUR COMMUNITY

We are committed to ensuring that our Board of Trustees better reflects the diversity of the communities we serve and the lived experiences of the women who rely on our services. Research from our [Unemployment Index](#) shows that ethnic minority women and women with disabilities face significantly greater barriers to employment, and we recognise that lived experience of unemployment brings invaluable insights to our mission.

We particularly encourage applications from individuals with:

- Ethnic minority backgrounds,
- Disabilities or long-term health conditions,
- Lived experience of unemployment or economic hardship,
- And/or individuals who can offer a fresh perspective beyond our existing networks and sectors.

We value a diverse range of skills and experiences, and are committed to inclusive, transparent, and supportive recruitment. If you are passionate about making a difference and feel you could contribute to the strategic growth and governance of Smart Works, we would love to hear from you.

## What our trustees say...

**“I have loved being part of the Smart Works Scotland team in the role of trustee and Treasurer. I’ve been able to use my experience to help other women: helping them grow in confidence, secure paid work and move on in their lives. The trustees, staff and volunteers are truly an amazing and inspiring group of women. It’s an absolute privilege and pleasure to work with them and be part of this incredible organisation.”**  
**Pippa Coulson, Trustee and Treasurer of Smart Works Scotland**

# Learn more and apply

If you are interested in learning more about the role before applying, please email [recruitment@smartworks.org.uk](mailto:recruitment@smartworks.org.uk) to be connected with a member of the Smart Works Scotland Board of Trustees.

To apply for this position, please apply via our online portal by **Midnight on Sunday 6<sup>th</sup> July**. If you require any adjustments for your application, please email [recruitment@smartworks.org.uk](mailto:recruitment@smartworks.org.uk).

Shortlisted applicants will be invited to a first interview on either 10th/11th July via Zoom and then final interviews will be week beginning 21st July.

