

**SMART
WORKS**

SMART WORKS NEWCASTLE

**JOB PACK: TREASURER FOR THE BOARD
OF TRUSTEES**

VOLUNTARY

APPLICATION CLOSING DATE: 31.10.21

ABOUT SMART WORKS

Smart Works is a dynamic, high profile and fast-growing volunteer-led UK charity that styles and coaches unemployed women for success at job interview.

We harness the power of clothes and confidence to allow a woman to be her best at a crucial moment in her life, giving her the confidence, the self-belief and the practical tools required to succeed at interview and transform her life.

The Smart Works service is delivered in London and through licensees in Greater Manchester, Edinburgh, Birmingham, Reading, Leeds and Newcastle. The licensees are independent charities and companies run by their own Boards with the 'head quarters' Smart Works Charity as the sole member.

At each centre, more than one in two of the women seen go on to succeed at their interview. We are passionate about taking this service across the UK to help as many women as we can, and committed to delivering a service that is transformational, high-impact and inspirational.

Smart Works Newcastle, operating as a licensee of 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 across the North East from a base in Newcastle.

In 3 years, we've helped 700 women



68% of our clients go on to get the job within one month of their appointment



95% of our clients left feeling more confident that they would succeed at their next interview



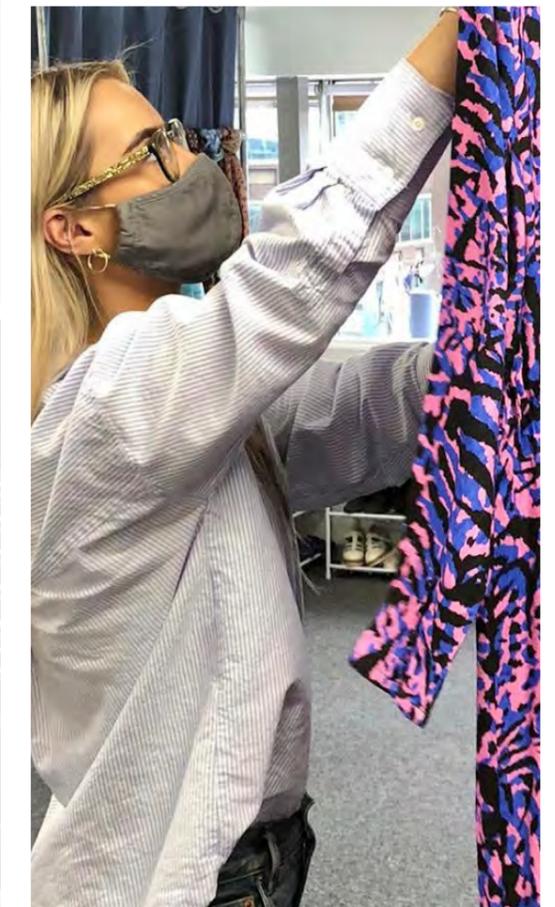
ROLE REQUIREMENTS

Time commitment would be an average of four hours per week with the Board meeting six times per year. You will also be required to chair the Finance, Operations and Risk subcommittee, meeting in alternate months to the main board.

Trustees are appointed to serve initially for three years with the potential to be reappointed for up to a further two terms of three years after that.

This is a voluntary role however we can reimburse out of pocket expenses.

All appointments are subject to satisfactory references and a basic DBS check.



PRINCIPAL TRUSTEE RESPONSIBILITIES

- To ensure the organisation complies with its governing document - sometimes known as a trust deed, constitution, or articles of association.
- To ensure the organisation applies its resources exclusively in pursuance of its objectives.
- To contribute actively to the Board of Trustees' role in giving firm strategic direction to the organisation, setting overall policy, defining goals and setting targets and evaluating performance against agreed targets.
- To safeguard the good name and values of the organisation.
- To ensure the effective and efficient administration of the organisation.
- To ensure the financial stability of the organisation.
- To protect and manage the property of the organisation and to ensure the proper investment of the organisation's funds.
- In addition, with other trustees to hold the charity "in trust" for current and future beneficiaries.

As well as the various statutory duties, all trustees should make full use of any specific skills, knowledge or experience to help the board make good decisions.

TREASURER SPECIFIC RESPONSIBILITIES

- To maintain the financial records of the organisation including keeping our financial ledgers up to date and producing monthly management accounts for the Board.
- To work with the HR Trustee to ensure all employment and payroll records are up to date including pension records and HMRC compliance.
- To carry out company secretarial duties, lodging forms and information with Companies House and the Charity Commission as required.
- To make payments as required from the banking system and correctly account for them.
- To provide information and explanations to grant funders at the application and reporting stages.
- To manage the year end process including preparation of the year-end financial statements and liaison with our Independent Examiner.
- To propose the annual budget in line with board and HQ requirements.
- To report quarterly to HQ regarding budget setting, performance against budget and annual results.
- To provide day to day assistance and support to centre staff with any financial queries including operational matters such as contract negotiation.



SKILLS & EXPERIENCE

- Excellent communication and interpersonal skills.
- A proven track record of sound judgement and effective decision making ideally within a finance or audit function, preferably 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.
- An understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship.
- 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.

Please submit a current CV and covering letter to sophie.milliken@smartworks.org.uk detailing why you are interested in joining the Board of Smart Works Newcastle, what you would bring to the role, and how you fulfil the experience, skills and qualification requirements.

Deadline for applications is 31st October 2021

If you would like to speak to the Chair of Trustees for an informal conversation about the role please contact Sophie Milliken at sophie.milliken@smartworks.org.uk