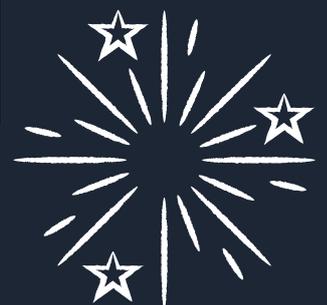


**SMART WORKS**

**TRUSTEE 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, 72% 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 is a growing and ambitious charity, and in April 2022 launched a new Three Year Plan that will see the charity double the number of women helped annually from 5,000 to 10,000.

## ABOUT THE ROLE

Smart Works Newcastle 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 Chair of Trustees to ensure Smart Works Newcastle is well-run, effective and there for any woman who needs our help.

The Treasurer has oversight of the financial strategy, performance, and management of Smart Works Newcastle, 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.

We are moving to a model where our HQ finance team, who are based in London, provide the majority of day-to-day financial support, with the Treasurer providing oversight of the financial affairs of Smart Works Newcastle and relevant insight to fellow Trustees. The successful candidate will ensure financial procedures are followed, proper records are kept and will complete a regular review of income and expenditure. The Trustee Treasurer will also work with the HQ finance team to produce key financial reports, returns and audits. Ideally, the Trustee Treasurer will also provide strategic financial advice to their Board of Trustees, both at full Board meetings and during the FORC sub-committee, on issues such as future financial plans and the annual fundraising strategy.

Smart Works Newcastle is part of the wider Smart Works Group, and the Trustee Treasurer will be supported in their role by the Smart Works HQ finance team. This includes the Director of Finance who has oversight of the whole of Smart Works financial health, manages the annual budget, audit and consolidation process, and a Finance Manager, who assists with bookkeeping, reconciliation and reporting through our accounting package, Xero. The Trustee Treasurer also attends quarterly calls with the Group Treasurer.

# PERSONAL SPECIFICATION

This is a voluntary and unpaid position and 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 half a day a week to Smart Works, with more time given at busy times of the year (eg. end of quarter, budgeting, audit).

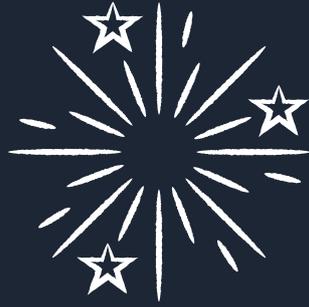
This is an exciting opportunity for someone looking to use their professional experience and financial acumen for good. The Treasurer works closely with the Chair of Trustees and will make a tangible difference to the work Smart Works Newcastle does to support unemployed women into employment across 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 can be 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, ACCA or equivalent 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 Sophie Milliken, Chair of Smart Works Newcastle. Email [sophie.milliken@smartworks.org.uk](mailto:sophie.milliken@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 [sophie.milliken@smartworks.org.uk](mailto:sophie.milliken@smartworks.org.uk) by 17 July 2022.