



Volunteer Role: Finance Adviser

Time commitment: Approximately 7 days per month, flexible

Location: Hybrid or remote, with occasional in-person meetings

Reports to: CEO

Works closely with: Bookkeeper, Head of Programmes, Trustees and the Finance, Risk and Governance Committee

Role type: Voluntary, with reasonable out-of-pocket expenses reimbursed

Role Purpose

The Volunteer Finance Adviser plays an important role in supporting The Good Company People to operate sustainably, transparently and responsibly as we grow.

We are a developing charity with increasing income, activity and governance responsibilities. This role provides financial oversight, insight and advice that enables the organisation to:

- Make sound, values-led decisions
- Meet its charitable, regulatory and governance responsibilities
- Plan confidently and sustainably for the future

The role is advisory and collaborative in nature. The Finance Adviser works alongside the CEO, Head of Programmes, Bookkeeper and Trustees to strengthen financial clarity, understanding and good practice across the organisation.

Key Responsibilities

The Volunteer Finance Adviser will support The Good Company People through a combination of regular and ad hoc activities, including:

Financial oversight and reporting



- Preparing monthly management accounts, including clear commentary to support understanding and decision making
- Monitoring and supporting appropriate control and reporting of restricted funds
- Preparing year-end information and supporting schedules in the format required by the Independent Examiner
- Supporting the preparation of forecast income and expenditure accounts

Budgeting and planning

- Leading the preparation of the annual budget, with updates as required
- Producing financial forecasts, projections and cashflow planning
- Developing financial models, projections and costings for potential new programmes, services or income streams

Governance and meetings

- Attending Board of Trustees meetings and relevant workshops
- Attending quarterly Finance, Risk and Governance Committee meetings
- Attending other meetings where financial input is required

Systems, policies and support

- Supporting the Bookkeeper in resolving accounting queries and strengthening financial processes
 - Reviewing and supporting the development of spreadsheets and financial models used for accounting and reporting
 - Supporting the development, review and updating of financial policies and procedures
 - Providing ad hoc financial advice to the CEO and Trustees as needed
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What this role is not

This is a voluntary advisory role, not a paid consultancy or operational finance position.

The Volunteer Finance Adviser will not:

- Undertake day-to-day bookkeeping
 - Replace the role of the Independent Examiner or other external professionals
 - Be expected to be available on demand outside agreed time commitments
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Skills, Experience and Attributes

Essential

- Strong financial management experience, for example in finance, accounting, audit or senior financial leadership
- Experience of preparing budgets, forecasts and management accounts
- Ability to explain financial information clearly to non-finance colleagues
- Sound judgement, integrity and attention to detail
- Commitment to the values and charitable purpose of The Good Company People

Desirable

- Experience working with or advising charities or social enterprises
- Understanding of restricted funding and charity finance



- Experience supporting boards or trustees
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How We Work Together

The Good Company People is a relational, values-led organisation. We value clarity, trust and collaboration.

In this role, you can expect:

- A supportive and respectful working relationship with the CEO and team
- Clear points of contact and agreed ways of working
- Openness to questions, challenge and constructive advice
- Flexibility around when and how your time is contributed

Clear roles, expectations and boundaries are in place to support positive, effective and sustainable working relationships.

Support and Practicalities

- Reasonable out-of-pocket expenses will be reimbursed in line with our Expenses Policy
 - Induction and access to relevant policies, financial information and systems will be provided
 - Ongoing support is available from the CEO and Trustees
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Why This Role Matters

The Good Company People is entering a pivotal stage in its development. We are in the final year of our pilot phase, with growing evidence of impact, strong



community demand and clear ambitions to extend our model beyond our current communities. The decisions we make during this period will shape how we grow, what we prioritise and how sustainably we expand.

The Volunteer Finance Adviser will play a crucial role at this point by:

- Supporting the move from piloting to planned and confident scaling
- Strengthening financial clarity and discipline as income, activity and responsibilities grow
- Enabling informed, values-led decisions about new programmes, partnerships and products
- Ensuring robust financial models, forecasts and governance are in place for the next phase of development

This is an opportunity to contribute your expertise at a moment where it can have significant impact, helping to build strong financial foundations that will support Good Company for years to come.

Your involvement will help ensure that growth is sustainable and aligned with our relational, community-led model, while giving us the confidence to reach many more people who need Good Company.