

Finance Volunteer Job Description and Person Specification

The Organisation – Our Mission

Established in 2020, the Thelma Matilda Alves Foundation aims to improve the mental health of women Black Women. Improving the mental health of Black women starts with increasing their awareness of the mental health support available to them and ensuring they have access to receive appropriate treatment.

Our vision is that every woman of African or Caribbean descent in Britain has access to mental health support and treatment that is culturally competent and effective.

As the Finance Volunteer

Thelma Matilda Alves Foundation are looking for a Finance Volunteer to cover a range of accounting duties within the organisation. You'll be AAT Qualified or studying for ACCA or CIMA qualification. You'll have a range of skills and knowledge gained through your professional qualification but may have little or no experience in working in accounting. This role will provide the opportunity to gain practical skills working in a finance role. There is an opportunity to develop in the role and manage the finance process as studying and/or understanding progress.

There will be on-going support from the person currently performing these duties and one of the Trustees is a qualified Accountant.

Job Title: Finance Volunteer	Salary: Unpaid
Hours: 14 hours per week over two days	Based: Working from home
Reports to: CEO	Contract: 12 months
Closing date for applications: 10/04/2026	Interview date/s: w/c 20/04/2026

The role

The Finance Volunteer will work closely with the CEO and Treasurer to provide accounting support and insight to the organisation. The Finance Volunteer will provide timely processing of

transactions that feed into the Management and Financial reporting to Management, Board of Trustees and Grantors. The position is part-time working from home, two days each week. You will be based in a small staff team supporting the essential work carried out by the charity.

The role will provide an opportunity for someone currently studying for an accounting qualification (ACCA, CIMA) or fully qualified AAT with little or no practical experience. It offers a chance to gain exposure to working in accounting. The role will commence with the day-to-day duties around Purchase Ledger, Sales Ledger and month end. Over time it will development to leading on Management and Financial reporting to internal and external stakeholders.

This is primarily a finance role, however there will be administrative duties to support the needs of the organisation. There are four Board meetings each year and the Finance Volunteer may be required to attend these evening meetings to take and distribute minutes.

TMAF is currently diversifying its income streams and looking to progress this into a paid position once income permits.

Responsibilities and duties

Finance

Entering all approved Purchase Ledger invoices and expense claims and corresponding payments ensuring correct code in-line with budget

Generating all Sales and Grant invoices as required and corresponding income ensuring correct coding in-line with a budget.

Entering all donation income received

Entering monthly payroll journal and month end adjustments

Preparing month-end and year-end adjustment schedules to support the external examination process alongside responding to queries from the external examiner

Administrative

Maintain organised digital filing of finance documents

Support CEO with the preparation of Finance Pack for Board Meeting

Prepare and format documents, reports and presentations

Take and distribute minutes from Board and Team meetings

Update and organise internal trackers and spreadsheets