**Mentor to help us to manage the financial impact of Covid-19**

**Summary**

Covid-19 Finance Mentor: Help us to manage the financial impact Covid-19 is having on our organisation. Our vital patient support service for individuals, families and healthcare professionals depends on our financial resilience.

**Description**

We are urgently looking for a volunteer who can act as a sounding board as we consider how to manage the financial impact of Covid-19 on our charity.

We need help:

* Managing our cash flow including measures to increase our short-term financial resilience
* Understanding which government Covid-19 support packages are relevant to our charity and if / how we should access on them
* With financial forecasting / modelling
* Thinking through issues like our reserves policy in light of Covid-19
* Drawing up a 3 to 5-year business plan
* Understanding VAT

The mentoring role would take place within a 2-4 week period over the course of 3 or 4 phone calls.

We would love a mentor who can:

* Quickly understand our financial set up / main concerns
* Help us get to grips with relevant options / approaches / strategies
* Discuss next steps
* Follow up with any further questions or outcomes.

Reach Volunteering has identified [NCVO's guide to financial implications of coronavirus](https://knowhow.ncvo.org.uk/coronavirus/contingency-planning-and-financial-implications#section-0) as an excellent place to start, but we need help selecting the right tools and approaches, and adapting these to our organisation.

**What are you looking for in a volunteer?**

We are looking for a volunteer who:

* Has the ability to quickly understand the needs of/challenges faced by our organisation
* Has accurate and up to date knowledge and experience of charity finance, SORP and other relevant frameworks
* Is aware of / is willing to inform themself of the latest government support packages for Covid-19
* Has experience of writing business plans

**Skills**

* Finance: Accountancy
* Finance: Financial management
* Organisational development and strategy: Business advice / analysis

**Making a difference**

With your help we will be able to continue to provide a vital support service to patient families and the medical teams that support them by signposting to relevant information via our website, enews and social media channels. And ultimately ensure the long-term sustainability of our organisation beyond the challenges presented by Covid-19.

**What's in it for the volunteer?**

You would become part of our small, friendly team and have the opportunity to use your time to make a real difference in difficult times.

**About the location**

The volunteer can work entirely from home and we can consider **remote** candidates from across the UK.

**Travel Limit**

This role will be completely remote.

**When will the volunteer be working?**

**Volunteer availability**

* During office hours or outside office hours, as mutually convenient.

**Estimate the time commitment**

* 3-7 hours / week

**Details**

The mentoring would take place within a 2-4 week period. In addition to the 3 or 4 phone calls there will be a few hours preparation (and potentially research) needed.

**Application details**

Additional application details: [Leave blank, unless any special application instructions are required.]

**Supporting information:** [Leave blank]

**Application deadline:** [Leave blank, unless you wish to include a deadline]

**Other details:** [Leave blank unless there any other details, about the opportunity, volunteer or application process, you want to include]

**Promotion of opportunity:** [Leave selected for maximum