



# Financial Analysis Volunteer

## Mind Retail

### Role Profile

<b>Located at</b>	Head Office/Remote
<b>Department</b>	Mind Retail
<b>Supported By</b>	Head Of Finance
<b>Hours</b>	Flexible – we value any time that you can give us, this can be a few hours, half days or full days. It's important that within the time you give us, that you can meet all of the responsibilities of the role, outlined in the role profile.

#### About Mind

We're Mind, the leading mental health charity. We won't give up until everyone experiencing a mental health problem gets support and respect. We provide advice and support to empower anybody experiencing a mental health problem and we campaign to improve services, raise awareness and promote understanding.

#### About the Role

Our volunteers are at the heart of Mind Retail, and without the help and support we receive from our volunteer teams we wouldn't be successful at what we do. As a Financial Analysis Volunteer, you will be working behind the scenes with the data that drives our retail network, providing an effective and proactive reporting support for retail Shop Teams, internal colleagues, and the Senior Leadership Team (SLT). Whether you are a student eager to gain practical experience with real-world datasets, or an experienced finance professional wanting to give back to the community, your insights will directly empower our teams and make a tangible difference to Mind Retail.

#### How You Can Support Us

Working closely with our finance, commercial, and data teams, you will help to translate financial data into meaningful insights for stakeholders. Day-to-day, you will be:

- Supporting the creation and improvement of financial reports and financial models.




- Assisting in looking at the numbers to understand the differences between what we expected to happen and what actually happened (referred to as variance analysis). You will also help check that our data is consistent across the teams.
- Helping us continuously identify opportunities to streamline reporting processes, reduce manual effort, and enhance data visualisation capabilities.
- Working with the team to organise our data better and automate repetitive tasks. If you want to learn, or already know about, advanced Excel features (like Power Query or macros) and Power BI (creating interactive dashboards), this is a great place to practice and apply those skills.
- Using a range of office software including email, spreadsheets and database information to produce timely and accurate reports.
- Assisting with ad hoc tasks relating to the reporting and analysis.

### **What You'll Gain**

- Practical experience in financial analysis, data visualisation, and reporting tools.
- Exposure to real-world datasets and the chance to contribute to process improvements, including automation and more efficient reporting methods.
- Opportunity to improve your interpersonal skills and commercial knowledge.
- Understanding of policies and procedures, along with enhancing your administrative and IT skills.
- Additional learning and development opportunities, including your own eLearning account with access to personal and professional development courses.

### **About You**

- Ideally, you will be actively studying towards an accounting qualification CIMA or ACCA, or working towards a relevant finance degree. Equally, you might be an experienced professional wanting to volunteer your financial knowledge.
  - Comfortable working with numbers, have a high degree of accuracy, and a great eye for detail
  - Confident using MS Office applications, particularly Word, Excel & Outlook and familiar with Power BI.
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- Well-developed interpersonal skills, excellent telephone manner, and able to build good working relationships. You should also be comfortable using your influencing and negotiation skills.
- Excellent organisation skills, able to prioritise tasks, with the ability to work as a team and on your own initiative.
- Willingness to learn, a flexible and adaptable approach, and a commitment to our values & behaviours. Ability to work within Mind Retail's policies and procedures.

### **Desirable (But Not Essential)**

- Retail sector experience.
- Experience with using Microsoft Dynamics GP 2016.

### **Our Commitment**

We embrace the different perspectives that each of us bring. We want our staff and volunteers to be authentic and bring their whole selves to work. We want Mind to be a workplace that truly reflects the diverse backgrounds and experiences of the people we support. Where everyone is appreciated - regardless of race, gender, age, religion, identity and experience.

