

Volunteer Finance Advisor – Commercial Transition

Reports To	Finance Director
Time Commitment	2-4 hours per week, by agreement
Duration	6 Months
Location	Remote
Expenses	Travel and reasonable expenses can be claimed

Gympanzees is a charity creating life-changing opportunities for disabled and neurodivergent children and young people aged 0–25, and their families. We're building the UK's first fully inclusive exercise, play and leisure centre, on a 14-acre site at Brightside Park in Aust, South Gloucestershire. Alongside the centre, we run a Lending Library and community partnerships that help families access equipment, connection and support.

Our centre is due to open in Spring 2027. Getting there means Gympanzees is moving from a charity focused on a capital build and fundraising campaign to one that also runs a public-facing commercial operation, with income from entrance fees, direct payments, local authority contracts, commercial rentals, a café and a shop, alongside our continued fundraising.

Why we need you

As we prepare to open, we need to put the right financial foundations in place: a trading subsidiary, the right payment provider, booking and income reconciliation processes that keep pace with a busy public venue, and budgeting and reporting that stay simple even as the organisation gets more complex.

We're looking for an experienced finance professional to work alongside our Finance Director for six months, acting as both a mentor and a source of practical, hands-on support. The ideal candidate will have held a leadership or management role in a commercial business, delivering public-facing services similar to those we will offer. They will have experience designing and delivering project plans, and will use this to ensure our finance processes are set up and working effectively alongside our other systems before we open.

What you'll do

Working closely with our Finance Director, you'll help us:

- Review our transition project plan, identifying gaps, areas needing further work and realistic timings, then help us to manage and deliver it, to take us from a fundraising charity to a commercial enterprise.

- Set up a trading subsidiary for our commercial activities
 - Select a payment provider and till-system suited to a high-volume, public-facing venue
 - Feed financial requirements into our booking system, so it captures the information we need to manage spend against restricted funding
 - Create a process for raising invoices, to ensure that none are missed
 - Create an income reconciliation process that is simple and reliable
 - Create monthly budget monitoring reports for each budget area
 - Consider the VAT implications of our business operations, to maximise VAT recovery
 - Advise on simplifications to our management accounts process
 - Support the Finance Director with any other requirements to transition to a commercial enterprise
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What we're looking for

- An experienced finance professional – for example a senior finance leader, in post or retired
 - Experience delivering project plans, setting up and managing finances for a public-facing business with multiple income streams
 - Comfortable working practically as well as strategically – this role is hands-on and involves getting into the detail of processes and systems during a period of significant change
 - Able to act as a mentor to our Finance Director during this transition period
 - Knowledge of VAT recovery, particularly partial exemption, is desirable, though not essential
 - Charity sector experience is desirable, though not essential
 - An interest in, or willingness to learn about, restricted and unrestricted fund accounting
 - A commitment to inclusion, and a willingness to learn about disability if this is new to you
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What you'll gain

- The chance to shape the financial foundations of a unique start-up within a well-established charity
 - Direct experience of setting up a trading subsidiary and commercial operations from the ground up
 - Flexible volunteering that fits around your working week
 - The opportunity to be part of the team taking Gympanzees from build to opening
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Our commitment to inclusion

We are committed to building a diverse and inclusive team and actively encourage applications from people of all backgrounds, particularly Disabled people, people from ethnic minority backgrounds and LGBTQ+ people. As a Disability Confident Employer, we guarantee an interview to applicants who meet the essential criteria in line with our scheme commitments.

We are committed to making our recruitment process accessible and inclusive. We welcome requests for reasonable adjustments at any stage of the recruitment process and will work with applicants to identify appropriate support. All role requirements will be assessed against the genuine needs of the position.

Safeguarding

Gympanzees is committed to safeguarding and promoting the welfare of children, young people and adults at risk. All volunteers are expected to uphold our safeguarding policies and procedures, recognise and report concerns appropriately, and complete safeguarding training relevant to their role.

This role does not involve direct contact with children or young people, so a DBS check is not required.

How to apply

Please contact Sophie Brown, Finance Director, at sophie.brown@gympanzees.org for an informal chat about the role.

Application deadline: 23rd October 2026

Proposed start date: As soon as possible