

Job Description

Position:	Drive Finance Manager (Respect)
Reports to:	Head of Finance (Respect)
Responsible for:	Self
Hours:	Part-time 21 hours per week
Salary:	Point 42-45 £45,530-£48,620 (£27,318- £29,172 pro rata for 21 hours) An additional pro rata London Allowance will be applied to employees who live in London. There is 6% employer's pension contribution subject to an additional minimum 2% contribution by the employee.
Location:	Remote working from home in the UK
Travel:	You will be required to travel when the role requires it for team meetings and appraisal
Contract:	Fixed until 31 st March 2026

About Respect

Respect is a pioneering UK membership organisation in the domestic abuse sector. Founded in 2000, we have built our expertise over the last 25 years in what was then a fledgling sector and recently have seen significant and rapid growth.

Respect supports frontline organisations across the UK, so that together we can end domestic abuse. Our work is wide ranging: we offer accreditation of specialist services; we provide training for individuals and organisations working in the sector; we work in partnership with others to innovate and develop practice; we provide two helplines to enable service users to get the help and advice they need; we lobby influencers to improve policy and practice; we support up-to-date research undertaken by specialists in the field; and we fundraise to ensure important work continues to happen.

Respect has seen rapid growth over the last few years, and we now have 60+ staff running a range of projects and core activities and have ambitious plans for further growth and influence.

This role is based within the Drive Partnership but is managed by Respect's Head of Finance.

We would particularly welcome applications from individuals from a wide range of backgrounds and across all protected characteristics, particularly from people from the following under-represented groups:

- Black and minoritised people
- Disabled people

We always welcome and support applications from those who have experience of domestic abuse.

Our Vision

We want a world where everyone is free from domestic abuse. Where it is never ok to control, harm or cause fear. Where those who perpetrate domestic abuse are stopped, held to account and given the chance to change.

Our Mission

We work with our members, partners and allies to stop the harms done by those who perpetrate domestic abuse. With innovative practice, robust research and quality data, we build evidence of what works, promote safe, effective practice and drive high standards. We use our voice, in collaboration with others, to call for a response to domestic abuse that matches the scale of the problem. We will not stop, until domestic abuse stops.

Our Focus

Respect was founded to focus on perpetrators of domestic abuse and this, including our vital work with young people who cause harm, will remain our key priority. Our work with male victims will continue as an important, distinct, project.

Our Values

- Pioneering - We explore innovative ideas and develop new approaches with curiosity and rigour.
- Collaborative - We work in partnership with our members, partners and allies to bring about individual, societal and systems change.
- Accountable- We listen to survivors and centre their needs in our work. We hold perpetrators to account for their behaviour and hold ourselves and our members accountable for ours.
- Respectful - We live up to our name. We are committed to equity, diversity and inclusion in all that we do. We are honest, compassionate and boldly challenge injustice.

About The Drive Partnership

The Drive Partnership, formed by Respect, SafeLives and Social Finance, is working to transform the national response to perpetrators of domestic abuse. We work to end domestic abuse and protect victims by disrupting, challenging, and changing the behaviour of those who are causing harm. Together we have developed the Drive Project to address a gap in work with high-harm, high-risk perpetrators of domestic abuse. We also work to advocate for systems and policy change- to develop sustainable, national systems that respond more effectively to all perpetrators of domestic abuse.

Our vision

Our vision is that by 2026 there will be a consistent approach which sees agencies in all PCC and local authority areas across England and Wales – backed by national leaders – working together to disrupt abuse and change behaviour to increase safety for victim-survivors, including children and families.

Our way of working

Partnership is fundamental to our way of working. We are second-tier organisation focusing on the continuous improvement of service models, sharing best practice and supporting specialist service providers to deliver.

We have four core strands of work:

- **The Drive Project** is our flagship intervention working with high-harm, high-risk and serial perpetrators of domestic abuse to prevent their abusive behaviour and protect victims. The Drive Project challenges perpetrators to change and works with partner agencies – like the police and social services – to provide a co-ordinated community response and disrupt abuse.
- **Restart** is an innovative pilot project providing earlier intervention for families experiencing domestic abuse. It brings together domestic abuse services, children's social care and housing teams to identify and respond to patterns of domestic abuse at an earlier stage. Restart is currently delivered in five London Boroughs.
- **The Drive National Systems Change** programme works across the domestic abuse specialist sector, public sector partners and beyond to identify and find solutions to systemic gaps in the provision and response to DA perpetrators with the aim of developing sustainable, national systems that respond to all perpetrators of domestic abuse and increase safety for victim-survivors across all communities. We identify systemic gaps and build solutions that keep survivors safer by addressing those causing harm.
- **Domestic Abuse Protection Orders (DAPO)** Positive Requirements Triage Team works as part of the Government's DAPO pilots to ensure that referrals from courts and policing are assessed and referred to the most appropriate DA perpetrator, mental health or substance misuse intervention.

Background for the role

The work of the Drive has recently expanded with a national rollout and alongside this is the need for further business infrastructure support within Respect and its partners including financial management. This role is initially for a temporary fixed term post until March 2026. It presents an exciting and interesting opportunity to work part time for a respected national charity which is a leader in its field to support budget holders that really make a positive difference to people's lives. We are looking for someone with exemplary finance skills who can also provide narrative so that finance and non-finance colleagues have a clear and up to date understanding of performance, risks and challenges.

Purpose of the Role

The post holder will support Respect's Head of Finance to deliver an efficient budget holder support service to Respect's Deputy Director of the Drive Partnership. This will ensure effective financial planning, monitoring, reporting, fundraising support as well as identifying and implementing potential for system improvements.

Key Activities

1. Monitoring spend and producing timely financial reports, for Respect's Drive Deputy Director, Respect's Executive Leadership Team, the Drive Project Board, Budget holders and funders
2. Providing accurate and up to date performance against budgets and associated narrative to support variances
3. Leading on providing financial information and budgets for potential fundraising opportunities
4. Supporting the Drive partnership to monitor and develop budgets as project needs change over the course of the funding period
5. Liaising with the SafeLives and Respect's finance and HR teams to ensure Respect's information is accurate and timely
6. Identifying risk and supporting the team in finding solutions
7. Maintaining back-office functions such as, ensuring payroll is accurate, payroll and other balance sheet accounts are reconciled, QuickBooks updated and invoices input correctly
8. Working across the organisation to support and implement an efficient and informative budget monitoring service that includes:
 - Checking that income and expenditure transactions are correctly authorised and coded, reconciled and allocated to budgets
 - Preparing and processing journals for accruals, prepayments and deferred income
 - Setting up and update budget monitoring spreadsheets and share with the budget holders
 - Resolving budget holder queries
 - Providing staff costings and forecasts
 - Meeting monthly with the budget holders and implementing agreed action items
9. Supporting the Head of Finance to complete finance reports as needed including those for budget holders and Respect's Executive Leadership Team and board
10. Providing guidance and training to budget holders as to their responsibilities and the budget monitoring data and forecasts
11. Ensuring that confidential information is shared appropriately and securely in accordance with GDPR requirements

Self- Management

1. Positively contribute towards induction, probation, check in's, supervision, training, appraisal, performance management, and team meetings
2. Undertaking training as directed by management and identifying own training needs in consultation with line management and taking steps to ensure these are met
3. Performing any other duties as commensurate with this role

Person Specification: Drive Finance Manager

		Essential criteria	Desirable criteria
Experience and knowledge			
1.	Two years direct experience of accounting including preparation of monthly accounts / financial year end and forecasting, equivalent to Level 4 AAT / CIMA Certificate in Business and Accounting	X	
2.	Detailed experience of accounting software packages, QuickBooks or similar	X	
3.	Knowledge of Charity accounting standards (Charity SORP and restricted fund accounting)		X
4.	Experience of completing financial returns and reconciliations	X	
5.	Awareness of domestic abuse and its effects on both an individual and societal level		X
6.	Experience of supporting budget holders or in a partnership with other organisations		X
7.	Experience of working remotely as part of a team		X
Skills and Abilities			
8.	Good Excel spreadsheet skills including setting up spreadsheets for non-financial users, use of functions and pivot tables for data analysis	X	
9.	Excellent communication skills (both written and oral) and the ability to communicate effectively with non-financial audiences and budget holders	X	
10.	Ability to prioritise tasks to meet regular and hoc deadlines as required.	X	
11.	Reside in the UK	X	
12.	Ability to travel to meetings in the UK		X
Behaviours and values			
13.	Demonstrate a commitment to - and understanding of - the values, aims and objectives of Respect	X	
14.	Builds and maintains good relationships with colleagues and key external stakeholders	X	
15.	Professional way of working, ensuring that GDPR data protection standards are maintained	X	
16.	Analytical approach and attention to detail	X	
17.	Commitment to learn, share and improve	X	

18.	Commitment to meaningful anti-discriminatory practice, and equity, diversity and inclusion.	X	
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