



Director of Finance and Operations (maternity contract)

Candidate Brief

March 2024

Respect

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Welcome



Thank you for your interest and good to meet you.

Respect has grown significantly in recent years; 7 years ago we had an annual turnover of less than £1m a year and now we are over £3m in the current year.

The management of our finances is of fundamental importance to making the best use of the resources, plan for our future, and to enable robust and timely decision making. As we grow and develop as an organisation we need to ensure that our financial procedures and processes are developed and maintained, along with concise and accurate reporting to funders, our leadership teams and our Board.

Operations is also a crucial area of our work. We have a brilliant and inspirational staff team, a positive working environment and a culture of listening, learning and development. This leadership role is critical in maintaining, and developing our organisational culture.

I very much hope that you will want to join us to play an important role in achieving our vision and ambitions. I look forward to hearing from you.

Victoria Cousins, Director of Operations

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.

Context for Appointment

This is a critical time for Respect. It is no surprise that the charity sector is facing challenges with the costs of living and ongoing scarcity of funds. This role is central in ensuring effective financial management and long term sustainability.

In October 2023 Respect put a new infrastructure in place to reflect our size, operating model and new strategy. We now have an Executive Leadership Team that is made up of this role, our CEO, Deputy CEO, and Director of Influence.

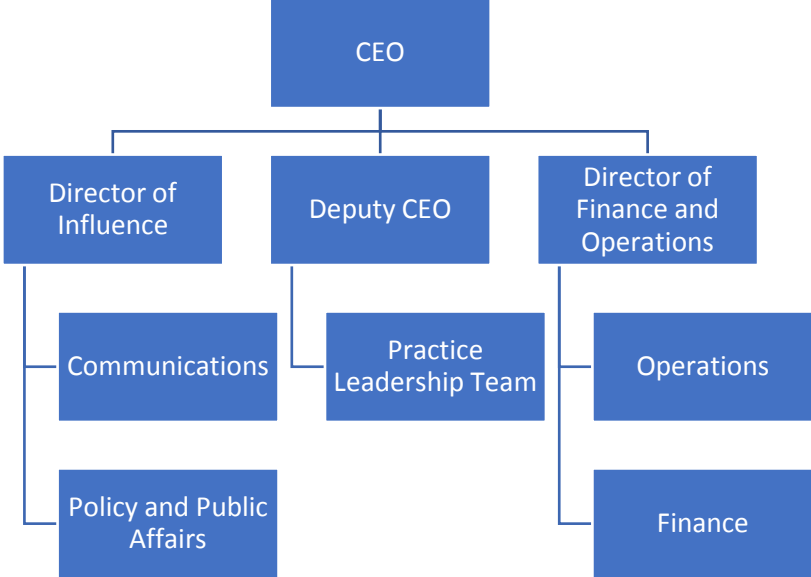
We have recently published a bold and ambitious 5 year strategy (2023-2028) and we are looking for someone to build on the existing work of our finance team, identify areas for improvement and develop our finance systems allowing us to make strategic evidence based financial decisions, helping to shape the use of our resources and the direction of the charity.

This contract is to cover maternity leave from June 2024, for up to one year.



Organisational Chart

Management functions



Job Description

Job title:	Director Finance and Operations (maternity contract)
Reports to:	CEO
Direct reports:	Finance Team (0.8 FTE finance officer), Operations and Governance Manager (FTE) and Operations Officer (0.4 FTE)
Salary:	£60,025 (a London Allowance will be awarded to employees who live in London, plus 6% employers pension subject to an additional 2% contribution by the employee)
Hours:	Full time (35 hours) and will consider 4 days per week
Location:	Home Working and at least monthly travel to VAI, 200A Pentonville Road, London, N1.
Benefits:	A generous package including 25 days holiday a year, 6% employee pension scheme, childcare voucher scheme, cycle-to-work scheme Employment Assistance Programme Cycle to work scheme

The Director of Finance and Operations is a member of Respect's Executive Leadership Team. You will be agile and proactive in your approach to the role. Your responsibilities are wide ranging and high level and include:

Leadership

- Leading the Finance and Operations function of Respect, ensuring the organisation has the systems and oversight to successfully deliver its strategy
- Providing inspirational leadership to your team, which supports, motivates and challenges them to develop and deliver to a high standard, reflecting the values, aims and principles of Respect
- Leading and supporting non-finance professionals to develop the skills and knowledge needed to effectively develop and manage their budgets.
- Trouble shooting and problem solving at the highest level

Financial management and control

- Oversee day to day finance operations, in accordance with Respect's policies and procedures and charity Statement of Recommended Practice (SORP) requirements
- Prepare accurate and timely annual budgets and quarterly management accounts and supporting commentary (including forecasting and cash flow) for presentation to the ELT and Trustees
- Lead the timely financial reporting to board and sub groups ensuring information is clear and easily understandable to those with a range of finance skills
- Maintain banking relationships and monitor cashflow to ensure that Respect has sufficient funds available to meet payments as they fall due
- Close the books at the end of the financial year
- Oversee the annual audit, providing the auditors with all the necessary information to enable them to complete their audit and prepare the statutory accounts
- Oversee, review, develop and implement Respect's finance strategy, systems, policies and procedures
- Ensure Respect has robust anti-fraud and anti-bribery and corruption measures in place
- Provide financial advice and reports to the ELT and other budget holders as required

Financial compliance and risk

- Ensure compliance with all taxation matters, primarily but not limited to VAT, PAYE and GiftAid, liaising as appropriate with Respect's professional advisers
- File Respect's annual returns, statements and accounts with Companies House and the Charity Commission in accordance with the required timeframes
- Ensure Respect has appropriate insurance

Governance and reporting

- Be the staff lead for the Sustainability Group (sub group of the board) linking with other ELT members where needed (i.e. Fundraising, People and Culture including EDI)
- Promoting good governance and ensuring consistent quarterly reporting across all projects to the CEO and Board
- Providing high level strategic support to the CEO and Board of Trustees
- Developing systems and processes to ensure the consistent flow of accurate information across projects and to leaders

Risk

- Lead Respect's risk management strategy ensuring organisational compliance and effective management of risk.
- Identifying and reporting risks to the ELT and Board, and taking prompt and effective action to manage and mitigate risk

Operations

- Overseeing HR/employment issues, recruitment, procurement and policy review and development:
 - Ensuring Respect has robust, transparent and fair policies, procedures and systems which are legally compliant, fit for purpose, culturally competent and promote equality
 - Leading on the management of issues of conduct or capability, including formal disciplinary investigations/action, and to resolve issues of grievance in accordance with policies and procedures
 - Implementing a clear and consistent workforce development strategy and appraisal process
 - Overseeing complaint processes, ensuring fairness and compliance with policies as well as taking a learning and supportive approach where appropriate.
 - Oversee the running of YouManage, our HR system.
 - Oversee our staff training programme, ensuring compliance with mandatory training
- GDPR
 - Undertake the role of Data Protection Officer for Respect, offering advice and support as required.
 - Oversee the application of our GDPR processes and procedures.
- IT
 - Oversee our relationship with our IT providers, supporting the Operations and Governance manager where required.
 - Lead on the implementation of IT and support systems as required across the organisation

Procurement and contracts

- Ensure Respect has a robust and fair approach to procurement supporting the wider team where needed.
- Ensure all Respect's contracts are good value, fit for purpose and comply with Respect's procurement policy, including overseeing contracts for office facilities, IT, telecommunications, payroll, insurance, audit, and providing support on project contracts

Working with others, managing self

- Attending Respect's ELT meetings, working closely with other Senior Leaders to help further Respect's goals
- Attending and contributing to Respect's Board meetings and sub-groups, as required
- Liaising with funders, providing them with reports and updates as agreed and ensuring a positive working relationship is fostered
- Developing positive working relationships with Respect colleagues and members, relevant agencies and professionals to support the delivery and development of quality services that will support the reduction of harm caused by domestic violence

- Acting in a professional manner whilst on duty and when representing Respect at local, regional and national fora and events, as required
- Maximising own personal development by positively contributing to induction, supervision, training, clinical supervision, appraisal and team meetings (as appropriate)
- Keeping up to date with relevant developments in the domestic violence field and in terms of employment and governance issues
- Identifying own training needs in consultation with the CEO and taking steps to ensure these are met

Quality and regulatory compliance

- Ensuring targets and standards set for service delivery are regularly monitored, taking action to improve service quality where targets/standards are not achieved
- Ensuring Respect complies with relevant legislation and standards, for example employment legislation; the Disclosure and Barring Scheme
- Conducting all work in a way that reflects the aims and principles of Respect, promotes anti-oppressive practice, and complies with all Respect policies, procedures and guidelines
- Carrying out any other duties as required by the CEO and the Board of Trustees

Person Specification

Skills and Experience		Essential	Desirable
1.	Strong leadership skills and proven success in building high-energy, cross functional teams	X	
2.	Extensive experience in operational and financial management	X	
3.	Significant experience of the voluntary sector		X
4.	Experience of, trouble shooting and problem solving at a high level	X	
5.	Experience of supporting non-finance professionals to develop skills and knowledge to develop and manage budgets	X	
6.	Experience of developing, policies and processes, turning strategic objectives into plans and reality	X	
7.	Excellent communication and relationship management skills	X	
8.	Ability to work on own initiative to meet objectives in a complex, changing environment	X	
9.	Experience of domestic abuse frontline service delivery, including risk management		X
KNOWLEDGE			
10.	An excellent understanding of financial management	X	
11.	A good understanding of HR processes, compliance, risk and GDPR and ability to seek support to ensure consistency across Respect	X	
12.	An understanding of the root causes of domestic abuse and the experiences and needs of survivors		X
OTHER			
13.	Ability to demonstrate a commitment to and understanding of the values, aims and objectives of Respect	X	

14.	Commitment to anti-discriminatory practice and equal opportunities	X	
15.	Self-motivated, capable of working effectively with staff, trustees, contractors and other stakeholders at all levels of seniority	X	
16.	Excellent interpersonal, organisational and decision-making skills	X	
17.	Willingness to travel and work occasional weekends and evenings as required	X	
EDUCATION/QUALIFICATIONS			
18.	Accountancy qualification	X	

How to Apply

Apply online <https://nfpconsulting.co.uk/executive/job/24016>

Application is by way of CV with a Supporting Statement.

Please write a personal statement of **not more than 3 pages** of A4 (in minimum of Calibri pt 12 font) which covers:

- Why you are interested in this job
- Your experience, knowledge, skills, abilities and attitude in relation to the person specification

Short-listing for this post will be based on how well you match the qualities in the person specification. Therefore, we suggest that you use the points in the person specification as headings and give **specific examples** to demonstrate how you fulfil each of the items of the person specification. It is insufficient simply to repeat what it says in the person specification.

If you do not follow these instructions your application will not be short-listed.

We 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 on our staff team:

- Black and minoritised people
- Disabled people

If you have personal experience of domestic abuse, especially if recent, please contact us to discuss how we can support you in this role.

Selection process and timescales

Closing date: Midnight Tuesday 2nd April 2024

Shortlisting: Week commencing 8th April 2024

Interview date: Tuesday 16th April, online

For an informal conversation about the role, please contact our recruitment partner, NFP Consulting: Carroll Lloyd, Director, NFP Consulting: carroll.lloyd@nfpconsulting.co.uk or 07765 001 033