Respect

Respect Finance Manager

Job Description

Position:	Finance Manager
Reports to:	Head of Finance
Responsible for:	Self
Hours:	Full-time 35 hours per week
Salary:	Point 42 £46,441 (An additional 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:	Permanent (subject to funding)

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 26 years in what was then a fledgling sector, and recently have seen significant and rapid growth.

Our Vision

Our vision is to end domestic abuse. It's a simple ask and a daunting task. We know it will take generations of hard work to get there. In the meantime, we want to live in a world where domestic abuse is not tolerated, where perpetrators are held to account and survivors' safety and wellbeing is centred.

Our Focus

We know that we cannot achieve our vision on our own. The scale of the problem is just too big and complex for one organisation alone to solve. It requires coordinated action across society, with everyone – specialist service providers, statutory agencies, policy makers, funders and commissioners, community groups and many others – working together.

We have chosen to focus on 3 key strands of work, so that:

- **Perpetrators** of domestic abuse: are held accountable, offered the chance to change, and stopped from causing further harm
- **Young people** who cause harm to family members/carers or in their intimate relationships: are offered responses that recognises both their vulnerability and the risk they pose

COMMUNITY FUND Respect SafeLives SOCIAL FINANCE

- **Male victims** of domestic abuse: are supported to escape and recover from the abuse they have experienced through a range of responses designed to meet their needs

Our Values

- **We are pioneering** - We explore innovative ideas and develop new approaches with curiosity and rigour.
- **We are collaborative** - We work in partnership with others who share our values to bring about individual, societal and systems change.
- **We are 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.
- **We are 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 Role

The post holder will support and report to Respect's Head of Finance to work with our budget holders to ensure:

- timely and robust financial planning, budgeting, forecasting, monitoring and reporting,
- funder reporting
- identifying and implementing system improvements
- fundraising support

Key Responsibilities

Budgeting:

- Supporting budget holders to develop budgets that are in line with funder requirements and adhere to Respect's financial policies
- Provide accurate salary costings to budget holders to be included in budgets and reforecasts
- Supporting the Head of Finance to complete consolidated budget reports as needed for Respect's Executive Leadership Team, FFR Committee and Board
- Working across the organisation to support and implement an efficient and informative monitoring and reporting service that includes:
    - Setting up and updating budget monitoring spreadsheets and sharing with the budget holders

    - Helping budget holders to identify variances and plans to address them that are within the scope of contracts and grants
    - Resolving budget holder queries
- Support budget holders to reforecast their budgets in line with quarterly reporting requirements

Reporting:

- Meeting monthly with the budget holders and implementing agreed action items
- 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
- Preparing salary allocations and checking payroll journals for accuracy
- Preparing monthly balance sheet reconciliations
- Resolving budget holder queries
- Preparing consolidated management accounts for review with the Head of Finance in time for submission to Respect's Executive Leadership Team, FFR Committee and Board
- Preparing regular project specific monitoring reports for budget holders to enable them to manage their expenditure in line with funder guidelines
- Completing financial returns for budget holders to submit to their funders
- Identifying and raising risks as they emerge
- Ensuring that confidential information is shared appropriately and securely in accordance with GDPR requirements

Fundraising:

- Supporting respect's fundraiser and budget holders to build budgets for new bids and recommissioned work that reflect our true costs and adhere to Respect's financial policies.

System Development:

- Lead on developing systems and processes that facilitate the sharing of financial information that is accurate and up to date, relevant to budget holders and meets adheres to Respect's accounting requirements
- Supporting budget holders by developing guidance and delivering training to understand their financial responsibilities, budgeting and re-forecasting
- In partnership with the Head of Finance, identifying and undertaking back-office functions that should sit within this role that would expediate the role.

Self- Management:

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

We would particularly welcome applications from people from a wide range of backgrounds and across all protected characteristics 1, particularly people from the following under-represented groups on our staff team:

- Black and minoritised people
- Deaf and disabled people

We would also warmly welcome an informal chat about the role, if you are interested but unsure whether you meet the requirements or would be suitable (see contact details below).

Please see below for Person Specification.

Closing time and date for applications: 30th November 2026, 2pm

Please send completed application forms to: recruitment@respect.org.uk

[1]A list of protected characteristics can be found here

Person Specification: Respect Finance Manager

EXPERIENCE/ABILITIES		Essential	Desirable
1.	At least three years direct experience of department/project/fund 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.	Experience of completing financial returns and reconciliations.	X	
4.	Experience of supporting budget holders or in a partnership with other organisations	X	
5.	Good Excel spreadsheet skills including setting up spreadsheets for non-financial users, use of functions and pivot tables for data analysis	X	
KNOWLEDGE			
6.	Knowledge of Charity accounting standard (Charity SORP) and restricted fund accounting.		X
APPROACH			
7.	Demonstrate a commitment to/and understanding of the values, aims and objectives of Respect	X	
8.	Professional way of working, ensuring that GDPR data protection standards are maintained	X	
9.	Analytical approach and attention to detail	X	
10.	Commitment to learn, share and improve	X	
11.	Commitment to meaningful anti-discriminatory practice, and equity, diversity and inclusion.	X	