

Non-Executive Director – Finance

Role Description

Role title and commitment	Non-executive Director – Finance Attendance at about 4-6 Board meetings annually , with mostly advisory support being provided remotely when needed
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Role type	Non-executive, initially unpaid office holder; up to 12 days’ remunerated work per annum for time-intensive tasks subject to the Board’s approval; reimbursement of expenses incurred as part of the role
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Location	Remote (preferably based in the UK, but not required)
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About Us

The Institute of Domestic Violence, Religion & Migration (IDVRM) C.I.C. is a newly founded, highly specialised evidence and practice institute that produces innovative research and intervention approaches to domestic violence in religious, migrant and ethnic minority contexts. We support governments, aid organisations and community-based service providers deliver robust, effective and scalable programmes and interventions in diverse religious and cultural contexts.

Our approach is guided by a decolonial ethos, grounded in cultural and theological knowledge and relies on genuine co-creation with grassroots organisations, women’s platforms and faith-based stakeholders in local communities. The Institute operates an international network of researchers and practitioners and currently has active programmes in Europe and Africa.

The Institute span out from the work of Project dld/ᏊᏊᏊ created by Dr Romina Istratii at SOAS University of London with £1.2 million research and innovation funding from UK Research and Innovation via the Medical Research Council (Future Leaders Fellowship Grant Ref: MR/T043350/1). The Institute’s activities were supported until

May 2025 with renewal funding by UK Research and Innovation (Future Leaders Fellowship Renewal Grant: MR/Y033825/1). Since 31 July 2025, the Institute operates as an independent Community Interest Company registered in England and Wales. It seeks to achieve financial sustainability through leading independently funded research and innovation grants, delivering tenders and offering commercial services that include research design and implementation, programme delivery, ethics reviews, expert advice, programme evaluations, and partnerships-building to strengthen our clients' and our partners' evidence-based approaches.

Role Purpose

We are seeking a Non-Executive Director – Finance to join our Board of Directors. This is a strategic, initially unpaid, role with up to 12 days' remunerated work for time-intensive tasks agreed with the Board. This reflects our early stage of development, having just recently incorporated and started fundraising to secure operational and staff costs.

The role is designed for and best fits someone early in their finance career, keen to grow professionally and build their employment record by joining a new startup or mission-oriented social enterprise as non-executive director.

The role is accountable to the Board of Directors who are responsible for ensuring that the Institute maintains its mission as approved by Companies House, abides by company governance laws and ensures the development and sustainability of the Institute over time. The role holder will help the Board towards ensuring good governance, financial health and risk management.

Suggested Responsibilities

- Provide financial and strategic advice to the Board, ensuring compliance with accounting standards (overseen by an external accountancy).
- Support the development and implementation of financial policies and systems (e.g. reserves policy, procurement and VAT, exchange rates, etc.).
- Update forecasts and cash-flow projections; challenge assumptions and help ensure realistic, sustainable financial planning.
- Contribute to risk management through swift financial advice where required and by helping to mitigate financial, operational and compliance risks.
- Advise on financial implications of strategic decisions, new programmes, funding proposals and partnerships.
- Work with the Board and staff to ensure financial transparency and best practice in reporting to stakeholders, funders and regulators.

- Occasionally contribute to Finance & Audit sessions, as required.

Person Specification

Essential:

- A degree in finance or accounting, preferably from a UK university.
- At least 2-3 years' professional experience in finance, accounting, audit, financial analysis, or similar in England and Wales and international.
- Strong understanding of financial statements, budgets, forecasting and cash flow management.
- knowledge of UK tax regimes and accounting standards, as well as an understanding of international research funding and the financial implications around it.
- High integrity, attention to detail, strong analytical thinking and emotional intelligence.
- Ability to work with the Board of Directors collaboratively and to offer prompt financial advice as needs arise to the best of one's convenience.
- Commitment to the decolonial mission of the Institute and alignment with the Institute's Code of Practice and policies.

Desirable:

- Experience working in or with the non-profit or charitable sector, especially in finance-related and fundraising roles.
- Knowledge of compliance and regulatory frameworks relevant to charities, CICs and non-profit social enterprises.
- Strategic financial planning in the context of restricted and unrestricted funding.

Terms & Remuneration

- This is a non-executive, office holder role.
- The position is initially unpaid with up to 12 days' fees paid per year for particularly time-consuming tasks at rates agreed with the Board's approval.
- Reasonable expenses will be reimbursed (e.g. travel and attending any extraordinary meetings on behalf of the CIC).
- Time commitment: attendance at about 4-6 Board meetings annually, with mostly advisory support being provided remotely when needed.

- Any remuneration must be agreed by the Board, with the interested director recusing themselves from the decision.

How to Apply

Please send:

1. A **CV** (max. 3 pages) detailing your relevant experience.
2. A **cover note** (max 1 page or 750 words) explaining:
 - Why you are interested in this role;
 - What skills and experience you would bring;
 - Examples of places where you have demonstrated financial oversight, risk management or advisory work, with reference to startups, the charity sector and non-profit social enterprises.

Please send applications via email to Founding Director Dr Romina Istratii (Romina.istratii.work@gmail.com) by **October 31st**.

Selection process

The Board will invite the candidates that best meet the person specification requirements to a short interview (30 minutes). The interview may include some scenario-based questions, but the aim is to create an opportunity for the Board and the candidate to get to know each other and to identify alignment.

The final selection will depend on telephone references, preferably from referees based in startups and the charity sector, and will leverage on relationships of trust to establish candidate fit.

Why Join Us

- Opportunity to build your governance and Board-level experience in a non-profit company and mission-driven organisation.
- Work alongside colleagues who are invested in team advancement and in creating a supportive environment for all team members.
- Contribute meaningfully to shaping strategy and ensuring financial sustainability in work that matters.