



Imperial Society of Teachers of Dancing

Job Profile - Financial Officer (Part-time 4 days a week – Temporary Cover)

Company Summary

The Imperial Society of Teachers of Dancing (ISTD) is a registered educational charity and membership association. Our mission is to educate the public in the art of dancing in all its forms: to promote knowledge of dance; provide up-to-date techniques for members and maintain and improve teaching standards.

With approximately 6,000 members in over 55 countries worldwide, the Society conducts over 90,000 examinations each year. We were recently listed by Ofqual as one of the top 20 largest awarding organisations in England and in the top 5 for delivery of performing arts examinations.

The Society aspires to be a world leader in dance education, setting the benchmark for best practice through our extensive syllabi and teacher training. We are committed to becoming a dynamic, future-focused organisation that promotes the social, cultural, physical and educational benefits of dance for all.

Summary of Role

We are looking for an aspirational individual to provide **temporary support** in the Finance team, while one of our Finance Officers is on leave.

Excellent communication and customer service skills are essential, with the ability to collaborate effectively with a diverse group of financial and non-financial stakeholders. Any knowledge of the Charities Statement of Recommended Practice (SORP) is helpful.

This role will report directly to the Financial Controller.

Key Responsibilities:

Working closely with the Financial Controller, the Finance Officer will be responsible for the following areas:

Cash and Bank

Post cash receipts for ISTD and its subsidiaries in Iplc; predominantly Exam fees. Post Exam fees received via Strip and Worldpay.

Accounts receivable

Processing and payment of refunds of exam fees. Post journals to transfer exam fees from one exam session to another.

Other

Manage the Finance inbox, assigning responsibility for action to other members of the Finance team



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as required. Any other duties commensurate with the job role including providing cover for other Finance Officers, as required.

Advantage

- A technical accounting qualification (AAT) or qualified by experience..

Person Specification

To take up the temporary role of Financial Officer the individual will need to be engaged and motivated in the work and mission of the Society.

The Financial Officer must demonstrate:

- A commitment to fairness and to promoting equality, diversity and inclusion within the Finance team and Society.
- A wholehearted commitment to the mission of the Society.
- Knowledge of and an interest in dance education and training and the wider dance arts environment.
- A willingness to contribute ideas, thoughts and comments to make improvements, in Finance team discussions.
- Excellent verbal and written communications skills in English.
- Experience of working with a range of current online tools to support the role eg. *Microsoft Teams*, *Zoom* and other online systems.

Working Hours

This is a **part-time** role, working four days a week (Monday to Thursday). The person must be able to work in the office with the Finance team on Tuesdays and Thursdays.

This role is anticipated to last between 6 to 8 weeks, to cover a period of leave in the team.

Additional Information

- This role will be offered on a Hybrid work basis (2 days worked in the office and the remainder of the week can be worked remotely). The Finance team work from the office on Tuesday and Thursday.
- When working remotely, the postholder will be required to work from home in an environment with a high-speed broadband.
- The office remains open from Tuesday to Thursday, and is available for those who would prefer to work in the office environment or have difficulties working remotely.
- Hybrid working will be reviewed on an ongoing basis and more information on flexibility is available in the ISTD Hybrid Work Policy.

As a member of staff within the ISTD group you will be expected to attend the monthly 'All Staff'



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meetings in person and will receive regular ISTD information for staff via the monthly Staff Newsletters (and YouManage platform).

Remuneration

The annual salary for this position will be a Grade B - Officers / Coordinators, (which ranges from £26,833 to £31,497 per annum), depending on experience.

This would be **pro-rata**: £21,466.40 to £25,197.60 per annum for the hours worked (28 hours per week).

Additional Benefits

- **Flexibility**; this role can be worked on a Hybrid basis, (1 day in the office and then the remainder can usually be worked from home). More information on flexibility is available in the ISTD Hybrid Work Policy.
- **25 days paid holiday** each year **pro rata** (plus the 8 public/bank holidays). In addition, 4 days between Christmas and New Year when our office building is closed: 37 paid days in total.
- **Seasonal ticket loan** available.
- Employer **Pension Contribution** matched up to 8%. All employees will be auto enrolled into the pension scheme after 3 months of employment. Employee contribution must be minimum 4% and is matched by ISTD to a maximum of 8% (although employees can contribute more than 8%).
- **Employee Assistance Programme**, consisting of 24/7 telephone access to a trained counsellor, financial advisor or a nursing and midwifery council registered nurse. Access to the My Healthy Advantage App with live chat facility, wellbeing videos and articles, mini health checks, 4 week plans for lifestyle changes and a mood tracker.
- **Virtual GP Service**, complimentary 24/7 unlimited access any day of the year. Book appointments, arrange private prescriptions and fit notes anywhere in the world. Second Medical Opinion available – for greater peace of mind. Also covers Dependents.
- **Funeral Concierge Service** includes easy-to-use will writing tool. When help is needed, the 24/7 Advisors are one phone call away, ready to personalise the funeral plan and compare and negotiate best prices at any funeral home in the world.
- The ISTD provides employees with **Life Insurance** benefit provided by MetLife. MetLife provides a death in service benefit, based on a multiple of three times your annual salary, bereavement and probate service to the family. This benefit is available to all employees after they have passed their probation and are below the age of 70 years.

Training

The Financial Officer will be supported in their new role with an initial induction, followed by guidance on ISTD policies and processes to ensure they feel confident, fully informed and equipped



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to carry out their responsibilities.

Equal Opportunities

The Society values diversity of thought and experience. We welcome applications from anyone regardless of their age, disability, ethnicity, heritage, sexuality, gender and socio-economic background. If you have any access needs or there are any barriers to access please let us know this in your application or if you would like to discuss any of this prior to applying please email:

recruitment@istd.org

Method of Application

To apply as Financial Officer please send a letter of application and CV to recruitment@istd.org

The letter of application should summarise what you are able to bring to the role and how you meet the person specification. The successful candidates will also be required to provide details for two recent references that can evidence skills and suitability to carry out this role, (whether in an employed or voluntary capacity).