



Imperial Society of Teachers of Dancing

Job Profile - Finance Officer

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 120,000 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 who firmly believes in the values and aims of the organisation to work with the Finance team on a temporary basis for **three to six months**.

Working as a member of a small Finance team, responsible for posting bank transactions daily, processing supplier invoices and payments, reconciling supplier statements, producing sales invoices and processing refunds, and managing Finance inbox.

Ensure suppliers are paid in accordance with terms and conditions, refunds are processed to agreed service levels, producing sales invoices promptly and following up aged debt to improve cashflow, reconciling supplier account balances to assure the integrity of balances. Managing Finance inbox by assigning responsibility for emails to team members. Any other duties commensurate with the job role including providing cover for other Finance Officers.

This role will report directly to the **Head of Finance**.

Key Responsibilities:

Working closely with the Head of Finance, the Finance Officer will also be responsible for the following areas:

Accounts payable

- Process supplier invoices ensuring invoices are authorised in accordance with the Society's financial regulations and processed for payment before or on due date;



Imperial Society of Teachers of Dancing

- Obtain authorisation on set up of new supplier accounts.
- Prepare (weekly) payment run, obtaining authorisation for payments and ensure payments are recorded in the purchase ledger. Send remittance advice for each payment.
- Request supplier statements each calendar month-end for high value accounts and a sample of other accounts and reconcile supplier balances in the purchase ledger. Document reconciliation for review and follow up any reconciling items within 21 days of month-end.

Accounts receivable

- Raise sales invoices for the Examinations and Marketing departments, ensuring they are distributed accordingly.
- Raise ad-hoc invoices for sundry income such as lettings, magazine subscriptions.
- Identify and post receipts to the sales ledger [and Quest] ensuring coding is consistent.
- Ensure that all shop sales are correctly recorded in the finance systems.
- Extract statements of aged debt from the sales ledger for accounts (where invoices are more than 90 days old) and distribute to customers.

Refunds

- Raise credit notes for refunds authorised by the Examinations department.
- Extract credit notes for processing refund payments in the weekly supplier payment run.
- Send remittance advice for each payment.

Finance inbox

- Manage the Finance inbox (finance@istd.org), assigning responsibility for each email to a member of the Finance Team or forwarding on to another department, as appropriate.
- Prepare an analysis of unresolved queries for review at weekly Finance team meetings.

Essential

- Previous experience working in a small Finance team.

Advantage

- A technical accounting qualification (AAT) or similar.
- Experience of project management at a basic level.
- Charity accounting experience.
- Knowledge of and an interest in dance education and training and the wider dance arts environment.

Person Specification

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



Imperial Society of Teachers of Dancing

The Finance Officer will ideally have the following personal attributes:

- Excellent verbal and written communications skills in English.
- Understanding of the importance of reconciliations and the relationship between the balance sheet and the budget lines
- Accuracy and attention to detail
- A positive 'can-do' attitude and flexibility
- Ability to work as part of a small highly-motivated team
- Ability to organise and prioritise own workload.
- Experience of working with and/or a willingness and capacity to learn, a range of current online tools eg. *Microsoft Teams, Zoom, cloud based and other online systems*.
- 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.

Working Hours

This is a full-time role, working 35 hours a week, from Monday to Friday from 9am to 5pm, with an one hour lunch break.

This role will be offered on a temporary basis on a fixed term contract for three to six months.

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 from home). When working remotely, the Finance Officer will be required to work from home in an environment with a high-speed broadband.
- The office remains open from Monday to Friday 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 employees may need to revert to homeworking, in line with any new government advice.

Remuneration

The annual salary for this position will be a Grade B - Officers / Coordinators, (which ranges from £23,856 to £28,004 per annum), depending on experience.

Additional Benefits

- **Flexibility;** this role can be worked on a Hybrid basis, (2 days in the office and the remainder can be worked from home). On days working in the office, employees have the option to



Imperial Society of Teachers of Dancing

adjust their start/finish time to avoid busy commuting times. More information is available in the ISTD Hybrid Work Policy.

- **25 days paid holiday** each year (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.
- **Season ticket loan** available.
- **Employer Pension Contribution** matched up to 8%. You 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.
- 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 or have six months service and are below the age of 70 years.

Training

The Finance 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 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:

hr@istd.org

Method of Application

To apply please send a letter of application and CV to hr@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).