



Imperial Society of Teachers of Dancing

Job Profile - Finance Officer (Accounts payable)

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 in the Finance team.

Working as a member of a small Finance team, responsible for posting and processing supplier invoices, initiating payments, reconciling supplier statements, and managing the Supplier inbox.

Ensure suppliers are paid in accordance with terms and conditions, reconcile supplier account balances to assure the integrity of balances in the purchase ledger. Manage the Supplier inbox methodically, ensuring purchase invoices are approved by the relevant budget holder within their delegated authority, and there is sufficient audit trail in the finance systems. Any other duties commensurate with the job role including providing cover for other Finance Officers.

This role will report directly to the Financial Controller.

Key Responsibilities:

Working closely with the Financial Controller, the Finance Officer (Accounts payable) will also be responsible for the following areas:

Accounts payable

- Process supplier invoices for ISTD and its subsidiaries ensuring invoices are authorised in accordance with the Society's financial regulations and processed for payment before or on due date;
- Obtain authorisation for set up of new supplier accounts as required.



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- 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.

Other

- Manage the Supplier inbox, responding promptly to budget holders and suppliers as necessary.
- Any other ad-hoc duties commensurate with the job role including providing cover for other Finance Officers during annual leave or sickness absence.

Advantage

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

Person Specification

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

The Finance Officer will ideally have the following personal attributes:

- Excellent verbal and written communications skills in English.
- Accuracy and attention to detail
- A positive 'can-do' attitude and flexibility
- Ability to organise and prioritise own workload
- Desire to provide service excellence and work effectively in a small team
- 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.
- Knowledge of and an interest in dance education and training and the wider dance arts environment.

Working Hours

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



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Additional Information

- This role will be offered on a Hybrid work basis; 2 days worked in the office and 3 days can usually be worked remotely from home.
- 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 employees may need to revert to homeworking, in line with any new government advice.
- More information on flexibility is available in the ISTD Hybrid Work Policy.

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.

Additional Benefits

- **25 days paid holiday** each year (plus 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.
- **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.
- 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.



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Training

The Finance Officer (Accounts payable) 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 for this role 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 paid employment or voluntary).