



Imperial Society of Teachers of Dancing

Job Profile - Management Accountant

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

The Management Accountant will need to provide an efficient and proactive service to support and facilitate Financial Management, including preparation of monthly management accounts and commentary by liaising with budget holders, planning, managing, and delivering the budgeting and forecasting processes. This role will also be responsible for financial modelling to facilitate evidence based decision-support for the organisation.

This role will report directly to the Director of Finance.

Key Responsibilities:

Working closely with the Head of Finance and Director of Finance, the Management Accountant will be responsible for:

- Corporate level (financial analysis and management):
 - by providing support and guidance from a finance perspective (e.g. financial information and key performance indicators) to Heads of Department and Directorates enabling them to plan and manage the financial affairs of their Directorates and deliver financial plans (including budgets);
 - financial forecasting including revenue and capital forecasting, forecast outturns and progress against plan; provide financial benchmarking and appraisal; link between strategy and resourcing; staffing requirements and financial sustainability of new and replacement posts;



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- Corporate level (financial planning and sustainability)
 - Annual budgets: including development of financial plans and budgets for presentation to SLT and the Board;
 - build a revised Chart of Accounts for the 24/25 budgeting process aligned with the organisation structure effective from April 2023, ensuring it is fit for purpose to be implemented in the Finance system ('Implicit');
 - to communicate and train all staff on how the account codes are to be used enabling financial transactions to be aligned with budgets in the Finance system;
 - for progress against plan and forecast outturns; salary forecasting; cash forecasting; financial forecasting; balance sheet management.
- provide training in financial management to faculty and directorate staff finance through workshops for non-finance managers.
- Undertake ad hoc, projects and development of financial policies as directed and guided by the Head of Finance.
- Manage the operational finance team in the absence of the Head of Finance.

Advantage

- Charity accounting experience.

Person Specification

To take up the role of Management Accountant the individual will need to be engaged and motivated in the work and mission of the Society.

The individual must demonstrate:

- A commitment to fairness and to promote equality, diversity and inclusion within the Finance team and the Society.
- A wholehearted commitment to the mission of the Society.
- Knowledge of and an interest in dance education and training and the wider dance and performing arts sector.
- Excellent verbal and written communications skills in English, including ability to provide meaningful commentary, explanation and financial analysis to non-finance managers.
- ACA/ACCA/CIMA Qualified or Part-Qualified Accountant
- Prior experience of and sole responsibility for preparing management accounts, budgets and forecasts and business partnering with non-finance stakeholders
- Excellent knowledge of financial and management accounting frameworks, and commercially astute.
- Proven experience in manipulating large data sets to build impactful financial models for decision support.
- Good IT proficiency, with emphasis on data sourcing and analysis.
- Excellent analytical and excel skills.
- Good attention to detail.
- A positive 'can-do' attitude and flexibility.
- Ability to work as part of a small Finance team



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- Ability to prioritise own workload and others as necessary.
- Experience of working with and/or a willingness and capacity to learn, a range of current online tools to support the role eg. *Microsoft Teams, Zoom* and other online systems.

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.

Additional Information

- This role will be offered on a Hybrid work basis (**2 days in the office** and the remainder of the week working remotely). When working remotely, the Management Accountant 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.

Remuneration

The annual salary for this position will be a Grade F – Heads of Department, (which ranges from £47,918 to £56,376 per annum), dependant on experience.

Additional Benefits

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



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- 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 Management Accountant 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 as a Management Accountant 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).