



Imperial Society of Teachers of Dancing

Job Profile - Senior 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

The Senior Finance Officer will support the Financial Controller and is a key contributor in carrying out essential accounting tasks such as processing transactions and ensuring ISTD's financial transactions are accurately reported.

Working as a member of a small Finance team, the core areas of the role are listed below:

- (1) Cash and Bank
- (2) Sales Ledger
- (3) Credit Control
- (4) Purchase Ledger
- (5) Journals
- (6) Reconciliations
- (7) Other general duties

Duties & Responsibilities:

Cash and Bank

- Daily bank reconciliations, involving identifying and posting bank receipts for the charity's different income streams.
- Preparing a list of opening bank balances daily and distributing to the CEO and Director of Finance.
- Post cash receipts for ISTD subsidiaries in Iplicit.



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- Monthly Credit Card expenditure postings and reconciliation.

Sales Ledger

- Raising invoices for ISTD's different income streams and posting bank receipts in the sales ledger for both ISTD and its subsidiaries.
- Regularly identify any aged receivables and follow up with customers.
- Processing and payment of refunds of exam fees, membership fees, shop and online sales, course fees and other miscellaneous income ensuring they are authorised by budget holders.

Credit Control

- Follow up on unpaid invoices and failed direct debits promptly
- Producing monthly debtor reports for the Financial Controller
- Regular reporting to the Financial Controller the status of overdue account
- Clearing historic aged balances to ensure the accuracy of Aged Debtors

Purchase Ledger

- Prepare (weekly) payment run, obtaining authorisation for payments and ensure payments are recorded in the purchase ledger.
- Send out remittance advices to examiners / expenses claimants.

Journals

- Prepare and post the monthly payroll journal and any other manual journals at month-end as directed.

Reconciliations

- Month-end Balance Sheet reconciliations, including but not limited to external payment platforms, HMRC, Pensions provider and Bursary accounts.

Other

- Perform any other ad hoc duties commensurate with the job role including providing cover for other Finance Officers as required.

Knowledge / Skills / Qualifications Required:

- Proficient in MS Excel and IT for communications.
- Experience in using Iplcic or similar bookkeeping software.
- A high standard of general education, including GCSEs (or equivalent) in English and Mathematics.
- A recognised professional qualification in Finance, equivalent to at least AAT Level 4.
- Strong organisational skills with the ability to understand and manage detailed information.



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- Excellent customer service skills with a proven ability to build and maintain effective working relationships with colleagues across non-finance departments.
- Ability to manage workload with minimum supervision
- 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 one hour lunch break.

Additional Information

- This role will be offered on a Hybrid work basis; 2 days worked in the office (Tuesday and Wednesday) 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 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.
- More information on flexibility is available in the ISTD Hybrid Work Policy.

Remuneration

The annual salary for this position will be a Grade C - Higher Officer (which ranges from £31,498 to £37,096 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%).



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- **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.

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: recruitment@istd.org

Method of Application

To apply for this role 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 paid employment or pro bono).

The closing date for this role is **Wednesday 15th October 2025**.