

Senior Finance Officer

Part-time, 25 hours per week | Monday to Friday, 9.00am–2.00pm | Hybrid working

The Imperial Society of Teachers of Dancing is a leading dance education charity and membership association. With approximately 6,000 members across more than 55 countries, we promote excellence in dance education, support teachers and maintain high professional and teaching standards.

We are looking for an experienced and highly organised **Senior Finance Officer** to join our small Finance team. This is a hands-on role requiring someone who is comfortable managing a **high volume of transactional finance activity**, can work accurately under pressure and is confident taking ownership of their responsibilities with minimal supervision.

You will be responsible for the accurate and timely delivery of key financial processes across the Society and its subsidiaries. This will include end-to-end responsibility for **cash and bank reconciliations, sales ledger, credit control, journals, balance-sheet reconciliations and wider month-end activities**. You will investigate discrepancies, resolve complex transactional issues and help ensure that accurate financial information is delivered to agreed deadlines.

Alongside managing your own workload independently, you will work collaboratively within the Finance team, share knowledge with colleagues and provide reliable cover during periods of absence or peak workload. You will also support the consistent application of Finance procedures and contribute to the smooth and timely completion of month-end processes.

Key responsibilities

- Owning daily bank reconciliations, including identifying and posting receipts across different income streams.
- Investigating unreconciled items promptly and escalating unusual transactions or control issues appropriately.
- Raising sales invoices, allocating receipts and processing authorised refunds.
- Monitoring aged receivables and following up unpaid invoices through effective credit control.
- Producing and reviewing monthly debtor reports, highlighting overdue balances, collection risks and disputed items.
- Preparing and posting journals and completing balance-sheet reconciliations.
- Investigating variances and maintaining accurate supporting records.

- Taking ownership of Finance inbox queries and seeing matters through to resolution.
- Providing practical support across the Finance team, particularly during month end, periods of absence and peak transactional workloads.
- Preparing clear documentation to support internal and external audit requests.

About you

To succeed in this role, you will need **proven practical competency** in:

- Cash management and bank reconciliations.
- Sales ledger processing.
- Credit control and aged-debt management.
- Journals, balance-sheet reconciliations and month-end finance processes.
- Managing a high transactional workload while maintaining accuracy and meeting deadlines.
- Working independently, using sound judgement and escalating issues appropriately.
- Supporting colleagues and contributing positively within a small, collaborative team.

You will have **excellent attention to detail**, strong organisational skills and the ability to interpret detailed financial information, identify anomalies and investigate differences. You should also have strong Excel skills, including formulas, lookups and pivot tables, together with experience of using Iplc or comparable bookkeeping software.

A recognised finance qualification, such as **AAT Level 4**, or equivalent relevant experience is required. Applications are also welcomed from candidates who are studying towards a higher-level finance qualification.

You will also bring a helpful and professional approach to customer service, with the confidence to build effective relationships with both finance and non-finance colleagues.

Hours and location

This is a **part-time position working 25 hours per week**, Monday to Friday from **9.00am to 2.00pm**. The role is offered on a hybrid basis, with Tuesday worked in the office and the remaining days usually worked remotely.

Salary

Grade C, Higher Officer: £32,443–£38,209 FTE per annum, depending on experience. The salary will be pro-rated for 25 hours per week.

Benefits

Benefits include a generous annual leave entitlement, additional office closure days between Christmas and New Year, an employer pension contribution matched up to 8%, an Employee Assistance Programme, virtual GP provision and life insurance following successful completion of probation.

How to apply

Please send your **CV and a supporting letter** to recruitment@istd.org. Your letter should explain how your experience meets the requirements of the role, with particular reference to:

- Managing a high-volume transactional finance workload.
- Cash and bank reconciliations.
- Sales ledger and credit control.
- Month-end journals and reconciliations.
- Working independently while supporting a wider Finance team.
- Maintaining accuracy and strong attention to detail.

The successful candidate will be required to provide details of two recent referees who can evidence their skills and suitability for the role.

Application deadline: Friday 30th October 2026

Interview date: [insert date]

The Society welcomes applications from people with a broad range of backgrounds and experiences. Candidates are encouraged to contact the HR team if they have access requirements or would like to discuss any barriers during the recruitment process.