



Imperial Society of Teachers of Dancing

Job Profile - Finance Business Partner

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 Finance Business Partner will need to provide an efficient and proactive service in relation to Finance Management, to include strategic Finance advice, guidance, coaching and support to Managers and staff.

The job's focus is on recommending finance solutions which drive efficiency, improve understanding of business models, and reduce business risk, through standard accounting rules and practices. This includes but is not confined to budgeting, reporting and forecasting (on a rolling basis and over a three year horizon).

This role will report directly to the Head of Finance.

Key Responsibilities:

In addition to working closely with the Head of Finance, to assist as and when required, the Finance Business Partner will also be responsible for the following areas:

- Providing information advice and support to Heads of Department and Heads of Directorates to enable them to plan and manage the financial affairs of their Directorates.
- Provide financial information and advice to enable objectives to be achieved; revenue and capital forecasting; development of financial plans and budgets; progress against plans and forecast outturns; link between strategy and resourcing; staffing requirements and financial sustainability of new and replacement posts;



Imperial Society of Teachers of Dancing

- financial training to relevant faculty and directorate staff.
- Corporate level (analysis): financial analysis; financial sustainability of business units; financial forecasting; financial benchmarking; financial appraisals.
 - Corporate level (planning and control); budget development; progress against plan and forecast outturns; salary forecasting; cash forecasting; financial forecasting; balance sheet management.
 - Corporate level (management reporting); management accounts for University and subsidiaries; related analysis and information for Executive and Court Committees; other management reports.
 - Support the design and implementation of Finance System Transformation (Projects) through contribution and collaboration in stakeholder working groups.
 - Undertake ad hoc, project work and policy development work as directed and guided by the Director of Finance and Operations.
 - Keep abreast of developments in finance and accounting and be proactive in ensuring that managers are appropriately briefed on relevant changes and new legislation.
 - To participate in training managers in finance management.
 - To meet with Directors and Head of Departments regularly to ensure proactive finance management and implications of actions in one area are checked with other areas.

Advantage

- Charity accounting experience.

Person Specification

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

The Finance Business Partner must demonstrate:

- 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.
- Excellent verbal and written communications skills in English, including report writing.
- ACA/ACCA/CIMA Qualified Accountant
- Experience producing full set of management accounts, budgets and forecasts and business partnering with non-finance stakeholders
- Excellent knowledge of financial and management accounting frameworks.
- Good IT proficiency, with emphasis on data sourcing and analysis.
- Excellent analytical skills.
- Good attention to detail.
- A positive 'can-do' attitude and flexibility.
- An ability to work as part of a small highly-motivated team
- An ability to prioritise own workload.



Imperial Society of Teachers of Dancing

- 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 may initially be based remotely on a part time basis, so the Finance Business Partner may be required to work from home in an environment with high-speed broadband. The Finance Business Partner will be expected to work from the office for 2 days a week with the Finance team. The office is open and available to those who would prefer to work in the building.
- Hybrid working will be reviewed on an ongoing basis and employees may need to revert to homeworking, in line with government advice.

Remuneration

The annual salary for this position will be a Grade E – Head of Faculty, (which ranges from £37,400 to £43,999 per annum), depending on experience.

Additional Benefits

- You are entitled to 25 days paid holiday each year (plus the 8 public/bank holidays) and 4 days around Christmas and New Year when our office building is closed; 37 paid days in total.
- 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.

Training

The Finance Business Partner 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.



Imperial Society of Teachers of Dancing

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 Finance Business Partner 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).