



# Imperial Society of Teachers of Dancing

## Job Profile - Finance Officer (Accounts Receivable)

### 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. The Finance team are looking for an individual who is AAT qualified (or part qualified) with previous experience working in a finance team.

The Finance Officer must have good all-round accounting skills, with the ability to produce year-end and management accounts. Excellent communication skills are a must, and you should be able to effectively partner with a wide-range of senior financial and non-financial stakeholders.

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 Officer will also be responsible for the following areas:

#### Bank reconciliation

- Ensure that the bank reconciliation on all ISTD bank accounts are carried out at least monthly
- Record cash receivable manually where this is not achieved by some other means
- Ensure that all payments other than through the Purchase ledger or the Timesheet / Expenses system are recorded

#### Credit cards



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- Ensure that all payments made using company credit cards are backed up by relevant receipts and other documentation

## Other transactions:

- Ensure that all shop sales are correctly recorded in the accounting ledgers
- Raise ad hoc invoices regarding tenants

## Recognition of income and expenditure:

- Assist the Head of Finance in correctly deferring income relating to future months
- Assist the Head of Finance in correctly accruing income and expenditure for the purposes of management accounts

## System:

- Assist the Head of Finance and the Director of Finance and Operations with enhancements to the new accounting system, where and when asked. This will mainly involve testing new features and ensuring that any exceptions are correctly recorded and followed up.
- Assist the Head of Finance to ensure that all new processes are properly documented and included in the Finance Manual
- Assist the Head of Finance to ensure that all internal controls are fully documented and regularly tested.

## **Advantage**

- A technical accounting qualification (AAT) or similar.
- Experience of project management at a basic level.
- Charity accounting experience.

## **Person Specification**

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

The Finance Officer 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.
- Understanding of the importance of reconciliations and the relationship between the balance sheet and the budget lines
- Good attention to detail
- A positive 'can-do' attitude and flexibility.
- An ability to work as part of a small highly-motivated team



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- An ability to prioritise own workload.
- 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 Officer may be required to work from home in an environment with high-speed broadband. The Finance Officer 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 B - Officers / Coordinators, (which ranges from £23,000 to £26,999 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 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.



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## **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](mailto:hr@istd.org)

## **Method of Application**

To apply as Finance Officer please send a letter of application and CV to [hr@istd.org](mailto: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).