



Imperial Society of Teachers of Dancing

Job Profile - 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

We are looking for an aspirational individual who firmly believes in the values and aims of the organisation to work with the Finance team on a temporary basis for three months.

The Finance Officer will be working as a member of a small Finance team, responsible for processing supplier invoices and payments, refunds, invoicing, bank and supplier reconciliations and managing the Finance inbox.

The Finance Officer will be responsible for ensuring suppliers are paid in accordance with terms and conditions, refunds are processed to agreed service levels, producing invoices promptly and following up aged debt to improve cashflow, reconciling bank and supplier account balances to assure the integrity of balances. They will manage the Finance inbox by assigning responsibility for emails to team members and any other duties commensurate with the job role including providing cover for other Finance Officers.

This role will report directly to the Financial Controller.

Key Responsibilities:

Working closely with the Financial controller, the Finance Officer will also be responsible for the following areas:

Accounts Payable:

- Process supplier invoices, ensuring invoices are authorised in accordance with the Society's financial regulations and processed for payment before due date.
- Obtain authorisation on set up of new supplier accounts.
- Prepare and distribute a roster notifying bank signatories of payment dates.



Imperial Society of Teachers of Dancing

- Prepare (weekly) payment run, obtaining authorisation for payments and ensure payments are recorded in the purchase ledger.
- Send remittance advice for each payment.
- Request supplier statements each calendar month-end for high value accounts and a sample of other accounts and reconcile supplier balances in the purchase ledger.
- Document reconciliation for review and follow up any reconciling items within 21 days of month-end.

Accounts Receivable:

- Raise sales invoices for the Exams department and marketing, ensuring they are distributed.
- Raise ad hoc invoices for sundry income such as lettings, magazine subscriptions
- Identify and post receipts to the sales ledger [and Quest] ensuring coding is consistent
- Ensure that all shop sales are correctly recorded in the finance systems
- Extract statements of aged debt from the sales ledger for accounts where invoices are more than 90 days old and distribute to customers.

Refunds:

- Raise credit notes for authorisation by the Exams department.
- Extract credit notes for processing refund payments in the weekly supplier payment run. Send remittance advice for each payment.

Bank balances:

- Reconcile all bank balances at month-end to bank statements.
- Assign responsibility for reconciling items and prepare an aged list of reconciling items for each reconciliation date for follow up and review.

Finance Inbox:

- Manage the Finance inbox, assigning responsibility for each email to a member of the Finance Team or forward to another department as appropriate.
- Prepare an analysis of unresolved queries for review at Finance team meetings.

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 will ideally have the following personal attributes:

- 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.
- Accuracy and attention to detail.



Imperial Society of Teachers of Dancing

- A positive 'can-do' attitude and flexibility.
- Ability to work as part of a small highly-motivated team
- Ability to organise and prioritise own workload.
- Experience of working with and/or a willingness and capacity to learn, a range of current online tools eg. *Microsoft Teams, Zoom, cloud based and other online systems.*
- 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.

This role will be offered on a temporary basis on a fixed term contract for three months.

Additional Information

- This role will be based in the office with an option to work remotely (3 days a week), in which case the Finance Officer will be required to work from home using high-speed broadband. The office is open and available to those who would prefer to work in the office building.
- The Finance Officer will be expected to work from the office approximately 2 days a week with the Finance team.
- 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.



Imperial Society of Teachers of Dancing

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:

hr@istd.org

Method of Application

To apply as Finance Officer 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).