



Imperial Society of Teachers of Dancing

Job Profile - Head of Finance

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 need a **qualified accountant** with strong management experience to help lead the organisation through challenges and opportunities.

The Head of Finance 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 Director of Finance and Operations.

Key Responsibilities:

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

- Supporting the Director of Finance and Resources in all aspects of Finance: Statutory Accounts; Monthly Management Accounts; Cash Flow; Controls, Policies, and Procedures; Financial Compliance and Appraisal; Finance Training; Business Partnering and working with the Senior Management Team.
- Manage the Budgeting process in an efficient and consultative manner and deliver the operational budgets on time, presenting this to managers or committees as required.
- Working with Heads of Services to ensure effective Budgetary Management.



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- Leading the organisation across all financial matters.
- Managing, coaching and developing the Finance team (four people).

Advantage

- Charity accounting experience.
- Strong team management experience.

Person Specification

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

The Head of Finance 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.
- A willingness to lead on ideas, thoughts and comments to make improvements and the ability to encourage the Finance team to engage and contribute to discussions.
- Excellent verbal and written communications skills in English.
- 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 Head of Finance may be required to work from home in an environment with high-speed broadband. The Head of Finance 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.



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Remuneration

The annual salary for this position will be a Grade F – Heads of Departments, (which ranges from £44,000 to £51,765 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 Head of Finance 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 Head of Finance 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).