



JOB DESCRIPTION

JOB TITLE	Finance Officer – Purchases and Payments
DEPARTMENT	Finance
TYPE OF CONTRACT	Permanent, Full-time
RESPONSIBLE TO	Finance Manager
RESPONSIBLE FOR	n/a
GRADE AND SALARY	Grade 4 £34,858-£39,233 Please note that we advertise our salaries on a range to indicate the trajectory of progression that can be made. Appointments are usually made at the start of the salary range
HOURS OF WORK	35 hours per week; Monday to Friday (9.30am – 5.30pm) plus evening and weekend work as and when necessary
KEY WORKING RELATIONSHIPS	Budget holders and credit card holders across LAMDA; Finance Team.
INTERNAL	
EXTERNAL	Suppliers; Barclays Bank.
PROBATIONARY PERIOD	Your employment will be subject to a probationary period of 6 months
BENEFITS	
(1) HOLIDAY ENTITLEMENT	Generous annual leave of 28 days plus Bank holidays (This is inclusive of any days when LAMDA may be closed i.e. towards Christmas closure)
(2) PENSION	After 3 months of continuous service you will be automatically enrolled into our qualifying workplace pension scheme with AVIVA. LAMDA will make an additional contribution in accordance with auto-enrolment regulations

(3) MATERNITY, PATERNITY AND ADOPTION PAY	Enhanced maternity, paternity and adoption pay will be made for eligible employees
(4) GP 24	You have access to remote, private GP services 24/7, 365 days a year. GP 24 is supported by highly experienced and knowledgeable doctors
(5) EMPLOYEE ASSISTANCE PROGRAMME (EAP)	EAP is a confidential employee benefit designed to help you deal with personal and professional problems that could be affecting your home life or work life, health and general wellbeing. EAP service provides a complete support network that offers expert advice and compassionate guidance 24/7, covering a wide range of issues
(6) MENTAL HEALTH SUPPORT	LAMDA offers confidential, 24/7, online easy to access mental health support which is a free service
(7) CYCLE TO WORK SCHEME	LAMDA offers a salary sacrifice cycle to work scheme
(8) EYE TESTS	Sight test costs is reimbursed to employees who require VDU use
(9) HYBRID WORKING	Hybrid working may be offered for some non-student facing roles. We expect a norm of 40% of your time in the office and 60% of your time to be worked from home
(10) GROUP LIFE ASSURANCE	After six months of continuous service and on successful completion of the probationary period you will become eligible to death-in-service benefit where the nominated beneficiary could receive approximately 4 x annual salary payment if death occurs whilst in Service
(11) SEASON TICKET LOAN	LAMDA offers an interest free loan for the purchase of an annual season ticket
(12) REWARDS MARKETPLACE	You are eligible to join our reward scheme in which you can take advantage of discounts and perks in 1000s of brands from a wide variety of categories

JOB PURPOSE

To be responsible for overseeing and managing automated payment processes within X Ledger, ensuring accuracy, compliance with terms of trade and LAMDA procedures, and adherence to delegated authorities. This role focuses on maintaining the integrity of expenditure records within X Ledger, analysing payment data for insights, and managing exceptions, while also overseeing petty cash and floats across LAMDA.

DUTIES AND RESPONSIBILITIES

The following on behalf of both LAMDA Ltd. and LAMDA Enterprises Ltd. though not all tasks will be relevant to both:

X Ledger System Management & Optimization:

- Manage and optimize the automated invoice workflow within X Ledger, from receipt to payment, ensuring proper routing and approval.
- Monitor purchase order and invoice matching processes within X Ledger, investigating and resolving any exceptions or discrepancies identified by the system.
- Oversee and initiate automated payment runs (purchase ledger, examiner payments, staff expenses, international transfers) through X Ledger, ensuring all pre-payment checks and authorisations are correctly captured by the system.
- Act as a second signatory on the banking system for payments created by other members of the Finance team, as required.
- Establish and manage a process for setting up new suppliers and changing bank details on existing suppliers which is efficient and auditable

Data Oversight & Reconciliation:

- Review and reconcile daily expenditure automatically captured from bank statements within X Ledger, ensuring all direct debits and corresponding invoices are accurately recorded and matched.
- Manage and reconcile credit card expenditure by verifying coded and authorised statements against X Ledger entries, proactively following up on outstanding statements.
- Maintain accurate records of petty cash expenditure within X Ledger, performing periodic reconciliations of floats and arranging replenishments as needed.
- Oversee and validate automated accrual journal preparation within X Ledger for outstanding invoices, purchase orders, and unreturned credit card statements at month-end.

Financial Analysis & Reporting (leveraging X Ledger):

- Proactively review unpaid invoices on the purchase ledger, investigating and resolving items identified by X Ledger as lacking valid reasons for delay.
- Analyse payment data from X Ledger to identify trends, potential cost savings, and areas for process improvement.
- Collaborate with the Payroll & Pensions Officer to prepare and reconcile monthly reports on staff advances and season ticket loans using data from X Ledger.
- Ensure alignment between Job Cost codes in X Ledger and the Drama School's database of codes.

Stakeholder & System Liaison:

- Liaise with budget holders to facilitate timely invoice authorisation within X Ledger's workflow.
- Act as a point of contact for credit card provider queries on behalf of cardholders and manage new card applications according to LAMDA procedures.
- Support external auditors by providing necessary data and explanations from X Ledger.

Administrative & Support:

- Manage Finance department stationery orders.
- Handle and distribute daily Finance department mail.
- Submit utility meter readings as requested.
- Establish and manage online supplier accounts, advocating for paperless billing and completing credit applications as needed.
- Provide cover for the Finance Officer (Fees & Income) during absences, including processing credit card payments over the phone and in person, and preparing cheques for banking.

This job description reflects the present requirements of the post and should not be seen as an exhaustive list of responsibilities. Duties and responsibilities may develop and change in consultation with line management.

The successful applicant will be required to go through a DBS 'Enhanced Disclosure' check. Expenses will be met by the Academy.

PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
QUALIFICATIONS		-Financial Qualification: Studying toward or holding a relevant accounting qualification (e.g., AAT).	Certificates
SKILLS/ ABILITIES	-Payment Processing: Proven ability to manage and initiate automated payment runs (purchase ledger, expenses, international transfers) and experience with banking systems (including being a second signatory) -Data Integrity: Understanding and practice of purchase order/invoice matching and resolving discrepancies.	-Financial Analysis: Ability to analyse payment data to identify trends, potential cost savings, and process improvements.	CV/ Cover Letter/ Interview
KNOWLEDGE	-System Proficiency: Strong working knowledge of an accounting or Enterprise Resource Planning (ERP) system, particularly experience with automated workflow systems		CV/ Cover Letter/ Interview
EXPERIENCE	- Accounts Payable Expertise: Extensive, demonstrable experience in a high-volume Accounts Payable (A/P) role. -Reconciliation: Experience in reconciling bank statements, direct debits, credit card expenditure, and petty cash. -Month-End Procedures: Knowledge and practical experience with month-end close activities, specifically in preparing or validating accrual journals.	-Specific System Experience: Direct experience with X Ledger or a similar automated invoice/payment platform. -Audit Support: Experience assisting external auditors by preparing and providing necessary data and explanations. -Cross-Functional Cover: Experience covering related finance functions, such as processing income or dealing with customer payments (as per the cover duties).	CV/ Cover Letter/ Interview

	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
PERSONAL QUALITIES	-Attention to Detail: Meticulous and highly accurate in financial processing and data entry -Organization: Excellent time management and organizational skills to handle multiple deadlines and complex workflows. -Communication: Strong interpersonal skills for effective liaison with internal budget holders, external suppliers, and the bank. -Proactivity: Proven ability to proactively investigate and resolve delayed payments or outstanding documentation (e.g., credit card statements).	-Process Optimisation Mindset: A proactive approach to advocating for efficient methods, such as paperless billing and online supplier management. -Adaptability: Flexibility to undertake additional administrative duties and provide support across the Finance team.	CV/ Cover Letter/ Interview

ABOUT LAMDA

As the oldest drama school in the UK, founded in 1861 as the London Academy of Music and Dramatic Art, LAMDA is a world-leading conservatoire based in the heart of London, offering exceptional vocational training to actors, stage managers, technicians, directors and designers, regardless of their background or socio-economic circumstances. In 1965, LAMDA became the first drama school to introduce technical training and quickly became a prototype for other institutions branching into this area.

LAMDA is also an Ofqual-registered awarding body, offering world renowned qualifications in communication and performance and inspiring the next generation of confident communicators through qualifications in performance and communication.

LAMDA has been registered with the Office for Students as a stand-alone Higher Education Provider since 2019, and was granted full degree awarding powers in 2021. We believe drama has the power to transform lives. Our students graduate as authentic, confident and independent artists or technicians, capable of shaping their own careers.

Conservatoire training is, by its nature, selective, training only the best; course numbers are limited and LAMDA teaches in small groups. There is a core cohort of just under 400 UK and international students a year across six degree courses and other HE courses. The school also welcomes around 360 students onto other courses during the year, including short courses run during Spring and Summer vacations. LAMDA is a leader in performing arts training and strives for excellence in every facet of our organisation.

In July 2018, LAMDA joined the register of Higher Education Providers, a key step towards achieving degree awarding powers. LAMDA now operates independently from the Conservatoire of Dance and Drama, receiving funding directly from the Office for Students. LAMDA was granted full degree awarding powers in 2021.

At the heart of LAMDA's approach is a commitment to the ensemble, stressing the importance of collaboration to achieve excellence. LAMDA nurtures every student's unique talents to give them the tools they need to become independent, creative artists and technicians, along with all the help and guidance they need to transition and make their mark within the creative and performing arts industry. Alongside this, LAMDA is committed to ensuring that its training is accessible to all. LAMDA has several substantial measures in place to widen access to Higher Education and is committed to the creation of pathways to our training for those from the Global Majority, those from low socio-economic backgrounds and care leavers.

The work of the Academy is complemented by that of LAMDA Examinations, through which LAMDA offers a drama and communications-based syllabus leading to accredited and non-accredited awards in the UK and overseas.

In 2017, LAMDA moved into its new £28.2m centre for world-leading drama training. LAMDA's new home features ten large training and rehearsal studios, three theatres - the 200 seat Sainsbury Theatre, 120-seat the Carne Studio Theatre and the Linbury Studio, and a fully equipped digital and audio suite. In January 2018, LAMDA alumni Benedict Cumberbatch was appointed the Academy's President.

LAMDA Alumni include Nikki Amuka-Bird, Patricia Hodge, Janet Suzman, Chiwetel Ejiofor, Jeremy Irvine, Rory Kinnear, Harriet Walter, Rose Leslie, Paterson Joseph, David Oyelowo, Katherine Parkinson, Toby Stephens, David Suchet, Sam Claflin, Leah Harvey, and Ruth Wilson, among many others.