



## JOB DESCRIPTION

<b>JOB TITLE</b>	Finance Officer – Fees and Income
<b>TYPE OF CONTRACT</b>	Permanent, full-time
<b>RESPONSIBLE TO</b>	Finance Manager
<b>COUNTERSIGNING MANAGER</b>	N/A
<b>GROSS ANNUAL SALARY</b>	£30,068- £33,842
<b>HOURS OF WORK</b>	35 hours per week; Monday to Friday (9.30am – 5.30pm) there may be the need for occasional evening and weekend work as and when necessary
<b>KEY WORKING RELATIONSHIPS</b>	Admissions department, Examinations department, Development Department, Drama school, Stage Management and Finance team
<b>INTERNAL</b>	
<b>EXTERNAL</b>	LAMDA nominated bank (currently Barclays), Students / Parents, auditors, Exchequer and any other pertinent external stakeholders
<b>PROBATIONARY PERIOD</b>	Your employment will be subject to a probationary period of 6 months
<b>HOLIDAY ENTITLEMENT</b>	28 days per year plus bank holidays; (This is inclusive of any days when LAMDA may be closed i.e. towards Christmas closure)
<b>PENSION</b>	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
<b>BENEFITS</b>	After six months of continuous service and on successful completion of the probationary period, you will become eligible for the following benefits:
<b>(1) GROUP LIFE ASSURANCE</b>	LAMDA offers a death in service benefit where the nominated beneficiary could receive approximately 4 x annual salary payment if death occurs whilst in service
<b>(2) SEASON TICKET LOAN</b>	LAMDA offers an interest free loan for the purchase of an annual season ticket
<b>(3) EMPLOYEE ASSISTANCE PROGRAMME</b>	LAMDA offers an employee assistance programme (EAP) which is confidential and easy to access. This service is available to staff 24 hours a day, 7 days a week.

## JOB PURPOSE

To undertake all financial procedures and processes associated with the receipt of income and student finance, including the administration of US federal student loans. The role will ensure that all income is invoiced in a timely manner, that fee, examinations, bank interest, donations and sundry income is properly recorded; that scholarships awarded are processed and paid correctly, and that LAMDA's processes are efficient and fit for purpose.

## DUTIES AND RESPONSIBILITIES

- **Income Processing:** Process all income in accordance with LAMDA policies and processes, using automated workflows and real-time reporting.
- **Invoicing:** Raise tuition fees and other income invoices for all customers accurately.
- **Ledger Management:** Maintain student fee accounts within LAMDA's finance system, including posting receipts and invoices, and reconciling these against loan and scholarship records.
- **Debt Management:** Maintain sundry debtors and the sales ledger control account; review outstanding fees and proactively chase non-payments.
- **Banking:** Ensure bank statements are uploaded daily to ensure income sources are identified and posted; process and bank daily receipts and credit card transactions.
- **Student Support:** Maintain documentation for student loan applications and process loans in liaison with the Student Loans Company and US Federal Student Loans.
- **Scholarships:** Process student scholarship awards and payments, representing the finance team at Scholarship Committee meetings.
- **Financial Reporting:** Maintain the deferred income account and provide detailed income analyses and schedules from LAMDA's finance system to support management accounts and the annual audit.
- **Process Improvement:** Document and maintain up-to-date procedures for income processing, specifically looking for ways to optimise the functionality of systems.
- **Team Support:** Provide cover for other members of the Finance team as required.
- Engage in continuous professional development.
- Have due regard for health and safety at all times.
- Undertake such other duties as may be required from time to time.

## PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
<b>SKILLS / ABILITIES</b>	<ul style="list-style-type: none"> <li>• Communication (written and oral) and interpersonal</li> <li>• Organisational and administrative</li> <li>• Time management and team working</li> </ul>	Ability to adapt to new systems quickly.	Covering letter / Interview
<b>KNOWLEDGE</b>	<ul style="list-style-type: none"> <li>• Finance policy, procedures and processes</li> </ul>	Knowledge of Xledger.	Covering letter / Interview
<b>QUALIFICATIONS</b>		Relevant Professional Finance qualification (AAT or equivalent).	Certificates (if applicable)
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• Substantial experience in a similar role in Finance</li> </ul>	Experience in Higher Education or the Arts sector.	Covering letter / Interview
<b>QUALITIES</b>	<ul style="list-style-type: none"> <li>• Resilient, flexible and adaptable</li> <li>• Empathy with LAMDA's work and values</li> </ul>	A proactive approach to system automation	Covering letter / Interview

***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.***

## 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.

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. 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.