

## JOB DESCRIPTION

<b>JOB TITLE</b>	Assistant Systems Accountant (Examinations)
<b>TYPE OF CONTRACT</b>	Permanent, full-time
<b>RESPONSIBLE TO</b>	Finance Director
<b>RESPONSIBLE FOR</b>	Finance Assistant (Examinations)
<b>COUNTERSIGNING MANAGER</b>	Examinations Operations Manager
<b>GROSS ANNUAL SALARY</b>	£26,000- £33,000
<b>HOURS OF WORK</b>	35 hours per week; Monday to Friday plus evening and weekend work as and when necessary
<b>KEY WORKING RELATIONSHIPS INTERNAL</b>	Director of Finance, Finance department, Examinations Systems Manager, Examinations Operations Manager, Head of Examinations, Examinations Finance Assistant, Examinations team, HR
<b>EXTERNAL</b>	Centre Co-Ordinator's, Examiners, Representatives, Centres, Teachers, Parents, Learners, Stewards, Unecom, Key Travel, Royal Mail, DHL, Aura
<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 maybe 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.
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## **JOB PURPOSE**

LAMDA exams inspire and empower learners across the globe to be confident communicators. Examinations is an interesting, growing area and has over 125,000 individual exams a year across the UK and internationally.

This is an embedded Assistant Systems Accountant role which is part of the finance department and sits within the Examinations team. It has a dual focus of system and process development, and overseeing the income, costs and debtors of the Examinations department (£5.4m - £6m turnover per year).

At the heart of this role is the synergy between the two broad areas, with experience and understanding of the finances leading into, and informing systems and process development, and vice versa.

This post reports to the Finance Director, and works closely with the Examinations Operations Manager, and manages the Examinations Finance Assistant.

## **DUTIES AND RESPONSIBILITIES**

### **Systems and process development**

- To develop and improve business processes of exams, to improve both effectiveness and efficiency.
- To have an ongoing focus on innovation and change
- To develop and improve the use of ExamTrack. To sit on the system development program board.
- To lead on scoping, testing, implementation of system changes to;
  - Increase efficiency
  - Improve automation
  - Reduce risk
  - Improve reporting
- To be part of the replacement of the Finance System (2-3 yr time frame)

### **Overseeing income, costs and debtors of the exams activity**

- Detailed monthly reporting of income, costs, debtors
- Chasing late payments from Customers and escalating issues of non-payment to the management team in line with LAMDA's invoicing policy and sanctions policy.
- To oversee all TCV and refund applications and update records accordingly.
- To oversee the processing of Examiner fee payment and expenses claims

- To manage all other Departmental invoices, inclusive of casual worker assignments and timesheets.
- To oversee international activity - processing Examination fee income, Examiner fees and expenses and Country Representative fees, expenses and venue hire
- Analysis of income/expenditure to identify risks/opportunities.
- To assist the Operations Manager in updating all internal and external facing documents, guidance and systems relating to finance.
- To train and support temporary resource required to assist during busy periods.
- Reporting costs against budgets and feeding into the Examinations budgeting process.
- To feed into the annual review and publishing of examination fees, inclusive of providing data returns to the Regulators (Oqual, Qualifications Wales and CCEA Regulator)
- To take an active role in providing a positive image for Examinations as well as the Finance Department and LAMDA to both internal and external customers and colleagues. This will necessitate a commitment to a high standard of service delivery, excellent customer care skills and the ability to communicate effectively with individuals and groups at all levels.
- To stay up to date with financial regulations and communicating these changes across the business.
- To undertake any other duties that may reasonably be requested

## PERSON SPECIFICATION

	<b>ESSENTIAL</b>	<b>DESIRABLE</b>	<b>METHOD OF ASSESSMENT</b>
<b>SKILLS / ABILITIES</b>	<ul style="list-style-type: none"> <li>-Part qualified accountant</li> <li>-Development of processes and systems</li> <li>-Excellent numeracy skills</li> <li>-Sound literacy skills</li> <li>-Strong administrative skills</li> <li>-Proactive approach</li> <li>-Ability to meet deadlines and a forensic eye for detail</li> <li>-Interpersonal skills</li> <li>-Problem-solving skills</li> </ul>	<ul style="list-style-type: none"> <li>-Qualified accountant</li> </ul>	Application form / Interview
<b>KNOWLEDGE</b>	<ul style="list-style-type: none"> <li>-Good IT and Excel skills</li> <li>-Knowledge of accounting</li> <li>-Experience of working in a fast-paced office environment</li> </ul>	<ul style="list-style-type: none"> <li>-Having an understanding of GDPR and how awarding bodies work</li> </ul>	Application form / Interview
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>-Business partner experience</li> <li>-Involvement in budgeting, supporting and advising budget holders</li> </ul>	<ul style="list-style-type: none"> <li>-Work within a qualifications business setting</li> </ul>	Application form / Interview

	<b>ESSENTIAL</b>	<b>DESIRABLE</b>	<b>METHOD OF ASSESSMENT</b>
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>-Minimum A Level Standard</li> <li>-Part qualified accountant</li> </ul>	<ul style="list-style-type: none"> <li>-Qualifications in finance or related subjects</li> <li>-Entry level accounting qualification</li> <li>-Project management qualification</li> <li>-Relevant Degree</li> </ul>	Certificates (if applicable)
<b>QUALITIES</b>	<ul style="list-style-type: none"> <li>-Enthusiastic, friendly and pleasant manner with the ability to approach individuals and small groups</li> <li>-Focused, highly efficient and self-motivated with the ability to think creatively and to take the initiative to meet strict deadlines across a number of simultaneous projects</li> <li>-Collaborative team player with ability to communicate clearly and effectively with both internal and external suppliers</li> </ul>	<ul style="list-style-type: none"> <li>-You will be able to articulate your successes and achievements to date and be aware of your development opportunities</li> <li>-You will also be able to demonstrate the ability to work as part of a team whilst accepting accountability for the tasks for which you are responsible</li> <li>-The ability to work within a diverse, fast-paced environment where there is pressure to meet tight deadlines is essential</li> </ul>	Application form / 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.

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.