



BRIGHTON COLLEGE
INTERNATIONAL SCHOOL
BANGKOK

FINANCE/ACCOUNTS OFFICER
Job Description

For immediate employment

Brighton College Bangkok wishes to recruit a Finance/Accounts Officer to support the Finance and Account Department of Brighton College Bangkok. The successful candidate will report to the Chief of Finance and Operation Officer (Bursar)

Brighton College Bangkok

Brighton College is delighted to have opened its sister school in Bangkok, one of South East Asia's most vibrant and successful capital cities. Following the launch of the Pre Prep School in September 2016, Brighton College Prep and Senior School has also opened its doors to its first pupils in September 2017, on an iconic and purpose-built 20-acre campus near central Bangkok. The College is comprised of a Pre Prep School, a Prep School and a Senior School with an ultimate pupil capacity of 1,500. We are an ambitious school and we are already on the way to becoming a leading school in South East Asia.

Brighton College Bangkok delivers the Brighton College curriculum leading to IGCSEs and A-levels. Its pupils aspire attend the leading universities of the world, including Oxbridge and the US Ivy League. In due course, the College will seek accreditation from the ISC, and membership of the HMC and IAPS.

Brighton College Bangkok benefits from a strong partnership with Brighton College, the UK's top co-educational school, and with Brighton College Abu Dhabi and Brighton College Al Ain, its two sister schools in the Middle East. The Brighton family of schools currently educates more than 4,000 pupils and is the most academically successful family of schools.

Brighton College Bangkok is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Should your application be successful, you will be required to provide a police clearance report from the Royal Thai Police before commencing employment.



BRIGHTON COLLEGE BANGKOK

A member of the Brighton College family of schools

JOB DESCRIPTION

Finance/Accounts Officer

Key responsibilities

- Prepare cheque and bank transfer document
- Prepare receipt vouchers
- Responsible for petty cash funds and weekly reports for reimbursement
- Ensure cash advances are monitored and cleared on a timely basis
- Issue receipts for all money received by cash, cheque, bank transfer and credit card
- Issues monthly statements to parents, manage credit control & supporting reports and initiate follow up procedures regarding outstanding payments
- Prepare bank reconciliations for all school bank accounts
- Preparing daily/weekly report of bank balances and outstanding cheques
- Other duties as assigned

The successful candidate is likely to have the following attributes

- Bachelor's Degree
- Experienced or other qualification in finance
- Excellent spoken and written English
- Detail-oriented

The following qualities are essential:

- A positive team player with a 'can-do' attitude
- An effective communicator
- An ability to work under pressure and to meet deadlines
- Highly organised
- Flexibility

Working hours

- Usual working hours on the school site would be 7.15am –4.15pm
- School events and activities

Remuneration

- An attractive salary package commensurate with the responsibility of the post will be offered . This will be reviewed annually.

Applications

HOW TO APPLY

To apply, please send the following to Mr Stephen Andrews, Chief Finance and Operations Officer (Bursar), at careers@brightoncollege.ac.th and must include:

- a) A typed letter of application, outlining your suitability for the role in no more than two pages, which should be addressed to the Bursar at Brighton College International School Bangkok;
- b) A current CV, including the names, email addresses and telephone numbers of three professional referees, one of whom must be your current or last employer.
- c) A completed Support Staff Application Form, which can be found at <http://brightoncollege.ac.th/recruitment/vacancies/>

Please note that incomplete applications will not be considered and the College reserves the right to make an appointment at any stage of the recruitment process.

Please visit our website for more information: www.brightoncollege.ac.th.

Brighton College Bangkok is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Should your application be successful, a disclosure will be requested from the UK's Disclosure and Barring Service for British nationals; local police checks will be undertaken for successful applicants of other nationalities.