



BRIGHTON COLLEGE
INTERNATIONAL SCHOOL
BANGKOK

FINANCE MANAGER

Job Description

For immediate employment

Brighton College Bangkok wishes to recruit a Finance Manager to support the College business. The successful candidate will report to the 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.



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JOB DESCRIPTION

Finance Manager

JOB PURPOSE

To manage the finance and account function for Brighton College Bangkok within approved budgets and according to the College policies and procedures.

Key responsibilities

- Report to CFO
- Direct and prepare periodic financial analysis and reporting package (cash flow, budgets, cost analysis, financial disciplines, legal compliance, etc) for senior management and identify areas requiring attention and areas of possible improvement
- Prepare variance analysis and narratives in order to alert management on financial issues, trends and opportunities
- Lead Finance Team in delivering accurate and timely financial statements
- Ensure that Finance Team perform well in accordance with company standards
- Prepare monthly management report to support corporate finance function
- Ensure timely and accurate financial reports and analysis
- Daily/monthly monitor cash flow and prepare cash flow forecast
- Prepare annual budget with effective control
- Manage mid-term planning and yearly budget process in conjunction with line management
- Assist line management in preparation of operational budgets
- Oversea billing and collection policies and procedures
- Manage collections
- Check and approve payment
- Handle legal and tax document
- Initiate and maintain good relationship with bank
- Handle ad-hoc projects as assigned

The successful candidate is likely to have the following attributes

- A positive team player with a 'can-do' attitude
- An ability to work under pressure and to meet deadlines
- Highly organised
- Flexibility
- Analytical thinker
- Achievement focused
- Teamwork and team leadership

Working hours

- Usual working hours on the school site would be 7.15am – 4.15pm.

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QUALIFICATIONS

- Thai Nationality
- Age over 35 years old
- Bachelor's or Master's Degree in Accounting/Finance
- Minimum 7 years of experience in Finance
- Experience in an education business is a plus
- Proficiency in English
- Team leadership abilities and motivational skills
- Able to work well under pressure to meet deadline
- Able to work in multi-culture environment
- A positive and enthusiastic attitude towards work.
- Strong leadership, analytical and problem-solving skills
- Detail-oriented

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 the Recruitment Team 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 HR manager 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 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.

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