



BRIGHTON COLLEGE
INTERNATIONAL SCHOOL
BANGKOK

ACCOUNTS OFFICER
Job Description

For immediate employment

Brighton College Bangkok wishes to recruit an 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 the top performing co-educational school in the United Kingdom, achieving outstanding academic results and an exemplary record of entry into the world's leading universities.

As part of the Brighton College family of International Schools, Brighton College Bangkok opened in 2016, and includes a Pre Prep School, a Prep School and a Senior School. We currently have around 300 pupils aged between 2 and 16, with ambitions to grow to an ultimate pupil capacity of 1,500, including a 6th form launching in 2019.

The College's aims remain consistent with every school in the Brighton family, to inspire academic excellence with a culture of kindness, confidence and curiosity.

Here, children follow the English National Curriculum, with the addition of specialist teaching in art, music, dance, PE and languages including Thai and Mandarin from age four. From Year 5 (age 9) pupils receive specialist teaching in academic subjects and will have the choice of an extensive range of subjects at IGCSE before progressing to A-level/IB in Year 12.

We want our children to become rounded individuals, with an enthusiasm for the world beyond the classroom – in particular, sport, music and the performing arts. To promote this, we have built a state-of-the-art, 20-acre campus to compete with any International School in Asia.

At Brighton College Bangkok you will see unrivalled facilities for sports, including a 50m Olympic-size swimming pool, an IOC-approved athletics track, tennis courts and grass football pitches.

Children enjoy world-class performing arts facilities, including a number of dance studios, instrumental music practice rooms and a stunning 650-seat theatre to showcase our passion for performance.

JOB DESCRIPTION

Accounts Officer

Key responsibilities

- Prepare payment for suppliers
- Prepare monthly reports for tax purposes
- Issue invoices for tuition fees, meals and transport
- Updates Fixed Assets records
- Prepare monthly nominal account analysis
- Prepare monthly closing of accounts
- Prepare monthly and annual financial reports
- Complete monthly report of digital copier and paper use
- Stock management and control

The successful candidate is likely to have the following attributes

- Bachelor Degree
- Excellent spoken and written English

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 the Recruitment Team at hr@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 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, you will be required to provide a police clearance report from the Royal Thai Police before commencing employment.