



**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 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.

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## **JOB DESCRIPTION**

Finance Manager

## **JOB PURPOSE**

To manage the finance and account departments for Brighton College Bangkok, working with approved budgets and according to the College's policies and procedures.

## **Key responsibilities**

- 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 to deliver accurate and timely financial statements
- Ensure that the Finance Team perform well in accordance with company standards
- Prepare monthly management reports 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 payments
- Handle legal and tax documents
- Initiate and maintain good relationships with our bank

## **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

## 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](mailto: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 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](http://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.*

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