

Position Description

School Business Manager

Mission

UWC Mission

UWC makes education a force to unite people, nations and cultures for peace and a sustainable future.

UWC Thailand Educational Goal

We seek to realise our highest human potential, cultivate genuine happiness and take mindful and compassionate action.

Context

United World College Thailand (UWCT) is a co-educational, IB Continuum Programme for students in Nursery through to Grade 12. Founded as Phuket International Academy in 2008, UWCT has grown to now serve a mix of nearly 500 day and boarding students. Our first Grade 12 cohort graduated in May 2016 and we anticipate enrolment will continue to grow to over 800 students, including 150 boarders, by 2025.

A 'mission-driven school', UWCT is focussed on providing a holistic education through its education programme that consists of five components: Academics; Social and Emotional Learning and Mindfulness; Service; Activities and Outdoor Education. UWCT offers the continuum of three International Baccalaureate programmes - Primary Years, Middle Years and Diploma - and has developed a justifiable reputation as being a leader in the field of Social and Emotional Learning and Mindfulness; an area in which we have considerable expertise. The School is a dynamic and high-energy environment and we seek individuals that will thrive in a fast-paced, high-standards culture that keeps students and the mission at the core of what we do.

UWCT became the 16th United World College in August 2016. While maintaining what was unique about the School, there came an increased emphasis on experiential learning, service learning and outdoor education. The School is committed to deliberate diversity in all facets and students come from more than 60 different nationalities. Amongst this diverse group are our National Committee selected students who have been specially chosen because of their alignment with the UWC mission and values through a rigorous process in more than 155 countries. Our NC students currently come from more than 50 different countries and make a significant impact upon the community from the time they arrive in Grade 11; we are committed to increasing the number of NC-selected students in the years to come.

Reports To

Head of School

Main Working Relationships

Head of School, School Board Members, Leadership Team, Accounting Department and Administrative staff

Responsibilities

To oversee the day-to-day running of the school's finances and operations and contribute to the school's strategic planning and direction through effective administration of the budget.

General

Strategic Planning

- Assisting the Head of School in long-term planning
- Establishing 5- and 10-year financial projections
- Determining effective organizational structures to accomplish financial and operational tasks
- Developing financial policy
- Create financial strategy to support and align with the school development plan
- Provide legal advice on legal contracts and agreements

Financial Planning

- Preparing an annual school budget, income and expenditure
- Establishing annual fee structures, to present for Board approval with the Head of School
- Preparing financial projections for future projects
- Researching appropriate funding sources

Financial Management

- Developing and implementing school policies and ensuring that the policies are followed
- Preparing monthly financial statements
- Reviewing quarterly financial statements
- Analysing monthly school expenditures against the annual budget
- Reporting to the Head of School any budgetary vs spending misalignment
- Managing payroll
- Supervising purchasing
- Supervising accounts payable and accounts receivable to ensure that the school is operating as a good financial partner
- Managing cash management and the school's cash position
- Overseeing and coordinating an annual audit of financial records

Financial Reporting

- Providing ongoing information to the Head of School and School Board regarding financial status
- Providing ongoing information to the Head of School and School Board regarding changes in law and practice
- Creating financial reports for Board of Governors meeting
- Creating year-end reports for the annual financial audit
- Creating reports as required by outside authorities, such as the Revenue Department of Thailand
- Generating appropriate charitable donation receipts
- Develop the forecast, and trend and yield report

Procurement and Contract Management

- Develop and implement procurement policies and strategy
- Oversee effective procurement processes to ensure value for money
- Lead and manage procurement exercises and monitor contracts
- Monitor the operation of policies concerning procurement

Facilities and Risk Management

- Ensuring that the school's insurance is appropriate for the needs of the school
- Ensuring that appropriate insurance and loss coverage exists for vehicles and other assets
- Creating and maintaining school procedures that minimize exposure to risk in line with School ethos

IT Management

- Contribute to the development and management of a IT strategy and policy
- Ensure the development and maintenance of an appropriate IT infrastructure and systems to meet the needs of school
- Oversee the security, monitoring and control of access to systems and ensuring daily backup and safety of systems

Social and Emotional Learning, Mindfulness and Pastoral Care

Be Mindful:

Commit to the growth of our mindful community by developing a personal mindfulness practice with the support of the Mindfulness Mentor and colleagues.

Teach Mindfully:

Develop classroom practices related to the experience of creating positive student relationships by modelling mindful ways of being.

Teach Mindfulness:

Participate in ongoing training to explore and integrate the teaching of mindfulness to and with students with curiosity and kindness.

In addition, all staff are asked to:

- Take responsibility for the shared welfare of students under our care from admission to graduation.
- Develop harmonious relationships with families to ensure that the students are supported in achieving their aspirations, but at the same time work towards developing autonomous individuals who will become responsible citizens.
- Work to build a sense of community within the School characterised by trust, integrity, self-discipline, care and consideration for others, where students feel valued and supported.

Required Qualifications

- A bachelor's degree in Business Administration, Accounting, Finance, Educational Administration or similar field
- Strong background in financial management and budgetary planning and control
- Experience in an educational organisation is preferred
- Knowledge in company and school law, in particular governance, accounting, taxation and reporting requirements

Personal Attributes and Characteristics

- Commitment to and alignment with the School's mission, vision, values and educational philosophy.
- Outstanding interpersonal skills: a good listener who thrives in a collaborative environment.
- High degree of organizational skills with superb attention to detail.
- Ability to work collaboratively within a team atmosphere, leading where necessary.
- Honesty, integrity and compassion, all with a good sense of humour.
- Ability to lead and manage change effectively.
- Fluency in English with strong oral and written communication skills.
- Competence in the use of technology.
- Proven problem-solving skills.
- Have the stamina, resilience and energy needed in order to contribute to all aspects of the UWCT experience, going beyond the Monday to Friday 40-hour work week.
- Enthusiastic, approachable and open minded.
- Ability to establish effective working relationships based on mutual respect with staff, students and parents alike.
- International mindedness and intercultural understanding.

Child Safeguarding Commitment

Safeguarding the welfare of children and young people is a priority and we expect all staff to share that commitment. Applicants for any position at UWCT undergo child protection screening including checks with past employers, law enforcement authorities and other governmental agencies as required.

Anti-Discrimination Statement and How to Apply

Committed to deliberate diversity, UWCT guarantees that all employment candidates will have their application considered in a manner that is respectful of individual values and beliefs, free from discrimination based on race, ethnicity, colour, nationality, religion, gender, age, familial status and/or disability as we hire on the merits of skill, qualifications, experience and fit for the program. We are committed to a safe, healthy and rewarding work environment and will not tolerate discriminatory harassment or personal harassment in any form.