

UWC SOUTH EAST ASIA

UWC South East Asia

FINANCE AND INFRASTRUCTURE COMMITTEE ADVISER

October 2021



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We encourage candidates to explore the digital resources linked throughout this document, indicated by this symbol

Organisational structure

UWCSEA is a not-for-profit organisation. The two UWCSEA campuses are legally and financially separate but are overseen by a common Board of Governors and a single College-level leadership team.

The UWCSEA Board of Governors

The role of the Board is to set directions, establish policies, ensure accountability, and provide leadership to improve the learning environment for the students at the College. The Board draws a clear line between governance and management and operates at a strategic level. It does not involve itself in the day-to-day running of the College.

The Board is made up of members elected by the constituencies of Interested Parties and by members elected in a personal capacity (Ad Personam) by the Board acting as a Nominations Committee. There are also some members selected to represent various organisations who are not subject to election.

The work of the Board is supported by a number of expert advisers who serve on one or more of the Board Committees, but do not sit on the Board.





UWCSEA Board Advisers

UWCSEA is a mission-led international school widely recognised as a global leader in international education. The College is characterised by a determined commitment not only to learning, but also to Service and the values and mission of the UWC movement. These are embedded in the learning programme, clearly differentiating the College from other international schools.

UWCSEA benefits from a highly experienced Board of Governors, who serve in a voluntary capacity. The role of the Board is to safeguard the future of the College by providing the necessary strategic direction to ensure the College is delivering on its mission in a way that is aligned with the values and educational principles of the UWCSEA movement.

The Board is supported in its work by a number of expert advisers who do not sit on the Board, but add their expertise and experience to the various Board committees.

Adviser role description

The UWCSEA Board of Governors is currently seeking **an adviser with operational finance expertise to serve on the Finance and Infrastructure Committee** (FIC), in a voluntary capacity.

The adviser should also be demonstrably aligned with the values and mission of the UWC movement.

Role of Finance Infrastructure Committee (FIC) Adviser

The successful appointee will contribute to an effective UWCSEA Finance and Infrastructure Committee by:

- attending and contributing constructively to meetings, including through adequate preparation, participating in debate and supporting bringing discussion to productive closure
- in between meetings, providing direct input and leadership to relevant initiatives selected by the FIC and/or management
- setting high objective standards of ethics and conduct and holding all other members to those standards
- having a demonstrable understanding of, and commitment to, the values of UWCSEA and ensuring that these values are incorporated into decision-making
- working in the spirit of the UWC mission and the UWCSEA vision

Adviser specifications – Operational Finance

Main areas of contribution

- To provide insights on finance matters to school management in terms of budget, long range plans, UWC international or financial matters
- To advise and share expertise with UWCSEA Finance team
- To provide guidance in contract negotiation for the College
- To be able to reach out within own network to various expertises as needed by the College for time to time: accounting, auditing, regulatory, development finance
- To collaborate with other committee members and advisors on FIC projects

Personal specification

Experience and expertise

- CFO, CPA background
- Experience in managing large finance team in complex business environment with multiple stakeholders, ideally in a Singapore environment
- Exposure to system implementation
- Experience with development finance a plus

Required time commitment

The role requires a significant time commitment. As well as the scheduled quarterly meetings, Board members and advisers must be able to commit time to meeting preparation and other tasks and additional ad hoc meetings throughout the year. They must also have the ability to commit time to training and development sessions and additional working groups or task forces, as required.

- **Full Board meetings:** The Board meets formally four times a year, usually on a weekday afternoon. Advisers are generally not required to attend Board meetings. Board members and advisers may also be asked to participate in ad hoc strategy sessions once or twice a year.
- **Committee meetings:** Board members and advisers are expected to serve on one of the five Board Committees (Audit and Risk, Education and Talent, Engagement, Finance and Infrastructure, Foundation Investment and Disbursement and Governance). The Committees generally meet four times per year. Meetings take place in the weeks prior to each quarterly Board meeting, with timing of the meetings agreed by the committee members. Board members and advisers may also be asked to assist with matters on an ad hoc basis, according to the needs of the Board and committees at any time.
- **Preparation:** Board members and advisers will need to read background materials prior to meetings and follow up on any issues discussed.

Conduct

- At meetings, Board members and advisers are expected to base their views on an impartial assessment of the available facts and hence act and vote according to conscience and judgment.
- On a less formal basis, Board members and advisers support College events and functions, and are and are advocates of the College within the wider community.



An introduction to UWCSEA

Widely recognised as a global leader in international education, United World College of South East Asia (UWCSEA) has been providing a holistic, values-based education to international students for 50 years. A member of the UWC movement, and a K–12 school educating nearly 5,600 students including over 300 boarders from over 101 different nationalities across two campuses in Singapore, UWCSEA is among the largest international schools in the world.

The College is characterised by:

- A determined commitment to service and the values and mission of the UWC movement. These are embedded in the learning programme, clearly differentiating the College from other international schools
- A commitment to being a learning institution that continually improves; rapid growth over the last ten years has proven both the demand for the College's offering and its ability to respond to opportunities
- A reputation and location in Singapore that attracts the highest quality teachers in international education, and a teaching and learning environment which retains them. Teacher turnover is at just 8% per year
- A highly professional and committed administrative and support staff, who provide operational expertise and are fully committed to the mission and values of the College
- A talented, committed and diverse student body. Academic results are outstanding and student success is valued in all five elements of the learning programme
- A dynamic and involved parent community that supports and challenges
- High demand,with applications exceeding the number of available places for students
- Investment of a percentage of income in scholarships for students each year. These scholars come from a variety of cultural and socio-economic backgrounds
- A focus on developing ethical students with a readiness for action

UWCSEA's two campuses are united by a common mission and educational goal, and by the values, **learning principles** and UWCSEA profile that govern our daily interactions. The learning principles in particular, as an agreed and common view of how students learn best, and therefore how best to teach them, help to ensure that our teachers take a common approach to student learning and development.

Most importantly, our campuses are connected by a shared Learning Programme, which is made up of five elements: Academics, Activities, Outdoor Education, Personal and Social Education and Service. Each of the five elements of the programme is developed to ensure that the students are gaining experience and knowledge that will help them to develop as independent learners and global citizens.

Both campuses are overseen by the College President, under a single Board of Governors.



UWCSEA Guiding Statements

UWC mission

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

UWCSEA educational goal

UWCSEA educates individuals to embrace challenge and take responsibility for shaping a better world.

UWCSEA values

The UWCSEA community expects its members to:

- be honest and act with integrity
- avoid prejudice by developing views based on evidence, reasoning and understanding
- be compassionate and morally responsible
- embrace challenges in order to maximise their potential
- help other people
- take an interest in and enjoy friendships with people of all cultures and backgrounds
- minimise their harmful impact on the environment

UWCSEA community member profile

The UWCSEA community is committed to being aware, able and active. As global citizens and independent learners, community members lead by influence and develop the following qualities and skills:

Qualities

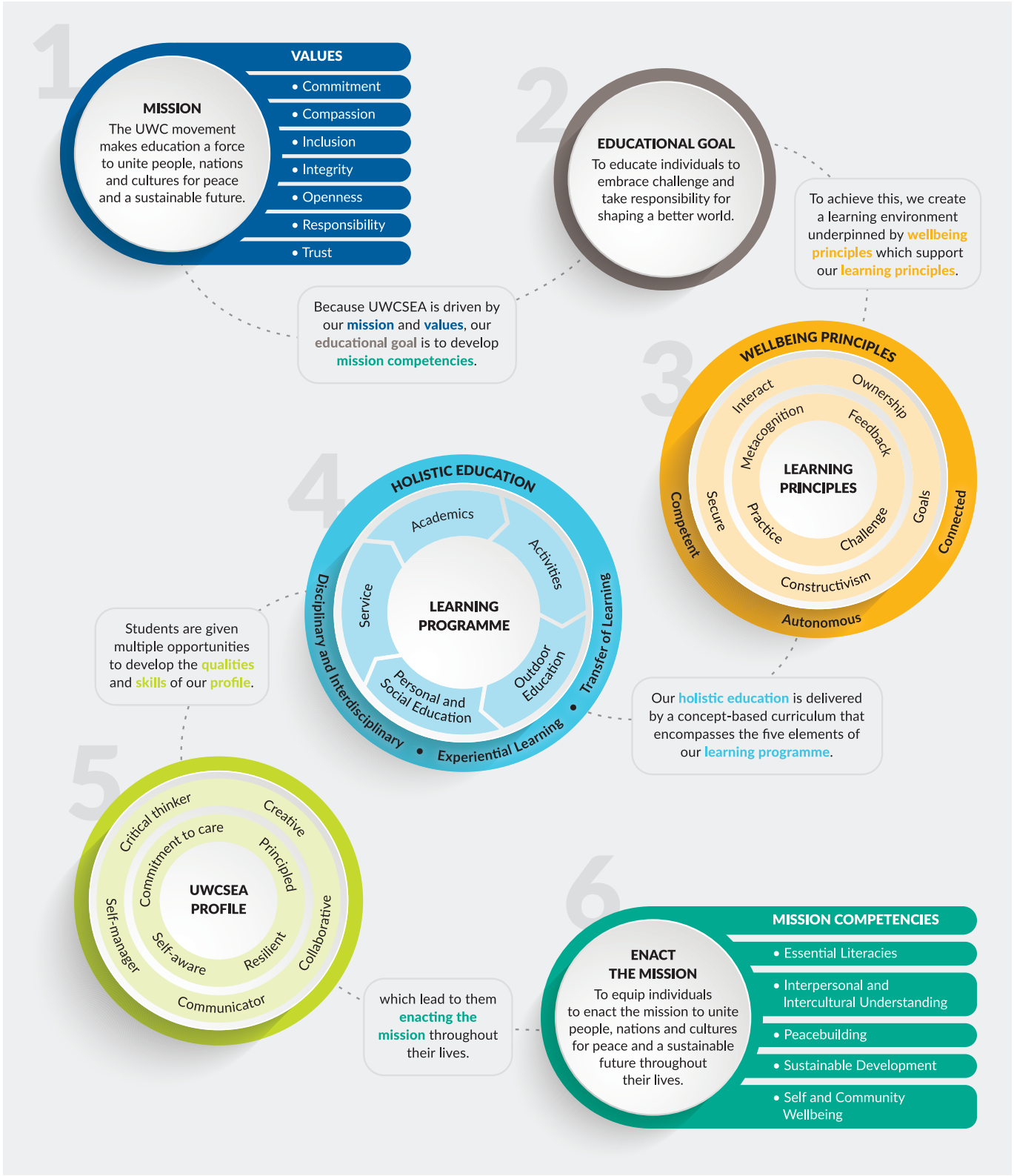
- commitment to care
- principled
- resilient
- self-aware

Skills

- critical thinker
- creative
- collaborative
- communicator
- self-manager

UWCSEA Guiding Statements

Because UWCSEA is driven by its **mission**, **values** and **educational goal**, we create an environment that is underpinned by **wellbeing and learning principles**, and provide a **holistic learning programme** that develops the **qualities**, **skills** and **mission competencies** that enable students to live the mission throughout their lives.



UWCSEA community

Students

Students at UWCSEA are selected through a process that takes a holistic view. Previous school reports and references, as well as the student's potential to contribute, support and participate fully in the life of the College are all taken into account. The process results in a remarkable student community which is characterised by their energetic commitment to the mission and values of the school and their drive to have a positive impact on the world. There are 90 nationalities and 65 first languages among the student body at the College.

Boarders and scholars

There are 304 young people aged between 13 and 18 years boarding at the College (157 on Dover and 147 on East). The diversity of the boarding community includes students of very different cultural, educational, linguistic and socio-economic backgrounds, who add a wonderful dynamic to the wider community on campus. The boarding community includes a number of scholars (students attending on scholarship). The Scholarship Programme supports approximately 105 scholars from around the globe. Most come to the College to complete the IB Diploma in Grades 11 and 12.

Student numbers 2020/2021

School	Dover Campus	East Campus	Whole College
Infant School (K1–G1)	285	330	615
Junior School (G2–G5)	665	668	1,333
Middle School (G6–G8)	783	594	1,377
High School (G9–G12)	1,249	992	2,241
Boarders (G8–G12)	157	147	304

While scholarship students must have the academic ability to meet the demands of the UWCSEA learning programme, they are also selected on the basis of their potential to have a positive impact on the local and global community. Many scholars are selected by one of the 156 UWC National Committees, a network of volunteers around the world who find students who will benefit from, and contribute to, the UWC mission. Others are selected through UWCSEA's own projects within the Asia-Pacific region. Funding for scholarships is generated through school fees, the UWCSEA Nominee Programme (UNP), corporations, National Committees, parent and alumni donations.

Faculty and staff

The College employs 556 teaching staff and 524 administrative and support staff. The majority of teachers are from Australia, Canada, New Zealand, North America, UK, and the US, while the majority of administrative and support staff are Singaporean. Over 55 nationalities are represented across the staff. All teachers and many support staff participate in the Activities and Service programmes; many are involved in the trips and expeditions organised each year. The College places a premium on professional development, and with a large staff, the scope for professional learning is extensive. The Professional Learning Programme brings high quality professional development programmes and conferences to campus and supports opportunities through external providers as well as collaboration with colleagues.

Learning programme

The learning programme at UWCSEA consists of five interlinking elements: academics, activities, outdoor education, personal and social education, and service. Each of the five elements of the programme is developed to ensure that the students are gaining experience and knowledge that will help them to develop as independent learners and global citizens. Teachers, students and staff at UWCSEA use technology extensively to support teaching and learning. The College has several Apple Distinguished Educators on staff and a team of Digital Literacy Coaches who support teachers in the use of technology to support and extend student learning.



East Campus



Dover Campus

Campuses and facilities

Dover Campus occupies 11 hectares in the central area of Singapore. Modern and well-equipped, the campus offers specialist facilities which allow a wide range of educational activities. The College completed a US$60 million programme to enhance the Dover facilities in 2017 and has twice been awarded Green Mark Platinum by the Singapore Building and Construction Authority.

East Campus occupies five hectares in the East part of the island. Purpose-built to high standards of construction and, in keeping with our sustainability goal, with close attention to environmental and energy impact, the campus has been awarded Green Mark Platinum by the Singapore Building and Construction Authority since its pre-opening accreditation.

Both campuses offer specialist facilities which enable the College to offer a wide range of educational activities. All classrooms are equipped with data projectors and Wi-Fi as the norm. The College has a 1:1 laptop scheme in Grades 6 and above, using Apple technology.

How to apply and pertinent information

If you are interested in applying for any of the roles outlined in this document, please complete the attached Application Form and return this to the Board Secretary, **Stephanie Barton** **stephanie.barton@uwcsea.edu.sg** by **10 November 2021**.

Shortlisted candidates will need to be available for interview on the week commencing **15 November 2021**. Applicants will be notified if unsuccessful in being shortlisted for interview.

Before applying, please take the following into consideration:

Conflict of Interest (taken from the Singapore Institute of Directors Statement of Good Practice No. 5)

Conflicts may arise in several situations. Typical categories are:

- where there is a direct or indirect material interest in transactions that UWCSEA (or its related companies) enters into
- where Governors/Advisers hold positions or offices or possess property that may result in conflicting duties
- where Governors/Advisers stand to benefit from information received by them or opportunities made available to them in their capacity as Governor/Adviser

Governors/Advisers must make appropriate disclosure of such conflicts.

Disclosure of interests

Governors/Advisers should be familiar with their duty to disclose conflicts under Section 156 of the Companies Act. This requires declarations of the nature of specified conflicts at a meeting of the Board/Committee as soon as they are aware of circumstances giving rise to such conflict. This will be minuted in the official records of the College.

It is good practice for conflicted Governors/Advisers to excuse themselves when the conflicted-related matter is discussed unless the board is of the opinion that his presence and participation is necessary to enhance the efficacy of such discussion.

The Role, Duties and Responsibilities of the Independent Governor/Adviser (taken from the Singapore Institute of Directors Statement of Good Practice No. 7)

Examples of relationships which would deem a Governor/Adviser not to be independent, include:

- a Governor/Adviser being employed by UWCSEA (or any of its related companies) for the current or any of the past three financial years
- a Governor/Adviser who has an immediate family member who is, or has been in any of the past three financial years, employed by the UWCSEA (or any of its related companies) as a senior executive officer whose remuneration is determined by the remuneration committee
- a Governor/Adviser, or an immediate family member, accepting any compensation from the company or any of its subsidiaries

If you are unsure whether any of the above would affect your application, please do not hesitate to contact the Board Secretary in the first instance who will provide guidance.



UWC SOUTH EAST ASIA

UWCSEA Dover 1207 Dover Road Singapore 139654 | **UWCSEA East** 1 Tampines Street 73 Singapore 528704

UWCSEA Board Adviser application form

First Name _____

Family Name _____

Email _____

Phone _____

** Day time contact number (including country code)*

Which role(s) are you applying for:

_____

What is your current residency/immigration status in Singapore* (optional)?

☐ Singapore citizen ☐ Singapore PR ☐ EP Holder ☐ S Pass Holder

Other _____

Please answer the following three questions:

1. Why would you like to join the UWCSEA Board?

2. In what ways does your background and experience allow you to contribute to the UWCSEA Board?

3. In what ways will your skills and experience allow you to contribute to futhering the UWC mission while serving on the UWCSEA Board?

Name and contact details of two personal referees (only to be contacted if successful in being selected)*

** The successful candidate will also be subject to a global background check by a third party agency acting on behalf of UWCSEA.*

Referee 1

Referee 2

How to submit your application

Please complete all fields in this application form, and email it together with a copy of your most recent CV to **Stephanie Barton stephanie.barton@uwcsea.edu.sg** by **12:00 noon** on the specified application closing date.

Applications received after the closing date will not be accepted.