



KIS International School, Reignwood Park Campus

Job Description: Finance and Accounting Manager

Employment Arrangements:

- Full-time contract
- Working hours: 7:30-16:30, 5 working days a week
- Vacation as per administrative staff

Position Summary

The Finance and Accounting Manager will be responsible for overseeing and managing all financial and accounting operations within the school. This includes the responsibility for short and long-term financial planning, as well as budget formulation and control, financial analysis and reporting, purchasing, and ensuring compliance with tax regulations, tax audits, and filings.

The Finance and Accounting Manager will report to the Head of School, with dotted line responsibilities to the School Licensee and School Manager in all matters related to capital expenditure and school assets. It is expected that the role will also work closely with the Divisional Principals, Departmental Heads, and the School Leadership Team, specifically regarding purchasing, and delegate tasks to other members of the school's finance team as necessary for completion in a timely and efficient manner.

The position will require establishing and maintaining strong working relationships with parents and community members, including faculty and staff, as well as related external organizations. The school will be our second campus and will provide opportunities to work and collaborate with school leaders at the KIS Bangkok campus.

Academic & Professional Qualifications

- Thai national
- Bachelor's degree in Finance and/or Accounting, or a related field; MBA and/or CPA preferred
- Proven experience of a minimum of 10 years in financial management, accounting, or a related role
- Strong knowledge of accounting principles, financial reporting, and budgeting processes
- Experience with general ledger functions and the month-end/year-end closing process
- Demonstrated success in developing, communicating, and implementing a financial plan
- Previous experience in an international school or educational setting is preferred.

Skills, Experience, & Attributes Sought

- A dynamic, visionary, and inspirational leader
- Excellent written and oral communication skills in Thai and English
- Strategic thinker who sees the larger picture
- Excellent analytical and problem-solving skills with attention to detail
- Ability to prioritize and balance the needs of the school
- Ability to lead a team and develop a high-level service mindset
- High ethical standards and integrity in handling sensitive financial information
- Exceptional communication, public relations, and interpersonal skills
- Superior organizational skills and the ability to set goals and meet deadlines
- Ability to think creatively and strategically, applying excellent judgment, and work in a fast-changing and evolving environment
- Ability to identify problems, apply a diagnostic mindset, and implement appropriate solutions in a timely manner
- Ability to work both independently and multitask as a manager of a cohesive team
- Knowledge of applicable laws and financial regulations, and emerging issues as they relate to finance and accounting and apply to the school setting
- A high degree of professionalism with sound judgment, awareness, and discretion while maintaining complete confidentiality
- Ability to work effectively with diverse communities within the school including board members, parents, alumni, school leadership, faculty, and staff
- Experience of high-level networking to build creative and mutually beneficial relationships that positively impact on strategic and business development
- Proficiency in financial software and ERP systems; familiarity with accounting software is an asset.

Key Responsibilities:

Financial Management

- Work closely with the Head of School to develop and maintain the school's annual budget, ensuring proper allocation of resources and adherence to financial goals.
- Discuss needs and requirements with Divisional Principals and Departmental Heads and advise them on budget allocations and implications.
- Implement financial policies, procedures, and internal controls to safeguard assets and ensure compliance with relevant regulations.
- Monitor and analyze financial performance, providing regular reports to senior management and the Executive Board.
- Work in conjunction with the School Licensee to manage the acquisition of capital assets and ensure that assets are properly recorded, amortized, and disposed of as appropriate.
- Work in conjunction with the School Licensee to manage all leases, contracts, and financial commitments.
- Develop, manage, and advise the Executive Board on short-term and long-term financial objectives, policies, and actions.
- Identify areas for cost optimization and recommend strategies for financial efficiency.
- Conduct financial forecasting and planning to support decision-making processes.
- Act as the primary contact for families in all matters related to financial updates, tuition and fees, collection issues, financial assistance, and scholarships.
- Work in conjunction with the Admissions Manager to coordinate written follow-up on fee collections and refund calculations and communications in the event of a student withdrawal.

Accounting and Reporting

- Oversee day-to-day accounting operations, including accounts payable, accounts receivable, general ledger, and payroll.
- Ensure accurate and timely recording of financial transactions, reconciliations, and financial statements.
- Oversee the preparation of balance sheets, cash flow statements, financial statements, profit and loss reports, and analysis of results.
- Manage the school reserve funds and working capital for operational expenses in conjunction with the finance controller.
- Oversee cash management in conjunction with the finance controller.
- Prepare and present monthly financial reports to the Executive Committee, including updates on enrollment, profit and loss, capital expenditures, accounts receivable, and any outstanding payments.

- Prepare monthly reports for Reignwood Holding Ltd. and maintain regular communication with the Chief Financial Officer or their designated representative.
- Maintain accurate records in accordance with accounting principles and school policies.
- Work in conjunction with the School Manager to coordinate the annual external audit process and liaise with auditors to ensure compliance with audit requirements and ensure timely resolution of any findings or recommendations.
- Prepare and submit financial reports, tax returns, and other financial documentation as required by regulatory authorities.
- Maintain a full working knowledge of the School's fee billing system, purchase order system, forecasting software, and any other system linked to finance, along with an overview of the payroll system.

Financial Analysis and Strategy

- Analyze financial data and provide insights to support strategic decision-making and planning.
- Evaluate financial performance against budgeted targets and recommend corrective actions where necessary.
- Develop financial models and forecasts to assess the financial feasibility of new initiatives or projects.
- Prepare a 3-5 year financial report based upon enrollment predictions.
- Collaborate with department heads to develop and monitor program budgets and provide financial guidance as needed.
- Conduct financial risk assessments and implement appropriate risk management strategies.
- Negotiate with banks and financial institutions for loans, leasing options, and/or other financial services as required and appropriate.

Payroll and Benefits Administration

- Oversee all payroll functions and benefits administration to ensure that faculty and staff are paid in a timely and accurate manner.
- Work closely with the Human Resources Manager to negotiate and manage the faculty and staff insurance and benefits plan.

Purchasing

- Oversee and manage the purchasing division of the Finance Department with task prioritization.
- Establish and maintain a clear purchasing system that aligns with the school's financial policies.

- Oversee procurement processes, ensuring transparency, efficiency, and adherence to budgetary constraints.
- Implement follow-up procedures to track purchases and ensure timely delivery of goods and services.
- Guide the purchasing team in timely communication with internal stakeholders: teachers, educational assistants, and admin staff.
- Create an accountability system for the purchasing workflow that promotes positive communication and meeting deadlines.
- Liaise with the IT Manager to ensure all members of the purchasing team understand the Kissflow system.

Team Leadership and Development

- Manage a team of finance and accounting professionals, providing guidance, support, mentoring, and performance evaluations.
- Foster a collaborative and productive work environment, promoting continuous learning and professional development.
- Ensure effective communication and coordination with other departments to facilitate financial processes and resolve issues.
- Organize regular team meetings to discuss progress, challenges, and opportunities for growth.
- Stay updated on industry trends and best practices in finance and accounting, sharing knowledge and implementing improvements.

Communications

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- Foster strong relationships with all stakeholders through clear, concise, and timely communication regarding financial matters.
- Prepare presentations for board meetings and other forums to communicate financial status and strategic initiatives.
- Act as a liaison between the finance department and other departments to facilitate understanding of financial processes.
- Provide clear instructions to parents about payment options when following up on outstanding payments and keep organized records of contact with parents.

Others

- Support and attend all major school events and functions.
- Work to maintain effective partnerships with the community, promoting and representing the school at the local, national, and international levels.

- Perform additional duties and responsibilities as assigned by the Head of School or School Licensee, provided that such duties and responsibilities are consistent with those normally associated with the position.
- Please note that the post holder may be required to work outside of normal school-working hours for school events, meetings, or completing time-sensitive operations.

KISRP International School is committed to creating a safe and supportive environment in which our students can feel secure in all of their experiences within the school community. All members of the community should at all times show respect and understanding for an individual's rights, safety, and welfare, and understand that all play a role in the safeguarding of our students, conducting themselves in a way that follows the law and reflects the ethos and values of the school.

KISRP uses the comprehensive international standards developed by the International Taskforce for Child Protection as this provides a framework for the implementation of safeguarding policies and procedures. Our school's child safeguarding policy and supporting policies and procedures are written in support of the United Nations Convention on the Rights of the Child and aim to follow procedures stated by the Thai Ministry of Education, Thai Employment Law, and the Thai Child Protection Policy.

Approved:

Reviewed by: