



WELLINGTON
COLLEGE
INTERNATIONAL SCHOOL BANGKOK

Job Description

Wellington College International School Bangkok ('WCIB')

Position:	Trips and Finance Administrator
Reports to:	Deputy Finance Manager
Collaborates with:	Whole School
Oversight:	None
JD update	April 2024

Wellington College Bangkok opened in August 2018 and has quickly gained a reputation for being one of Bangkok's leading international schools. Currently the School has 800+ students aged between 2 and 16, across Pre-Nursery to Year 11. In August 2024 we will open a Sixth Form for students aged 16-18 and the eventual plan is to accommodate 1500+ students.

The school's facilities are world-class with a beautiful modern design and appearance which incorporates the distinctive features of Wellington College, Berkshire, and elements of Thai culture. The buildings are set amidst a large, 70-rai beautifully designed campus in Krungthep Kreetha, an area midway between Bangkok city and Bangkok International Airport, right next to the expansive greens and fairways of the Unico Grande Golf Course. In 2021, the new Senior School building (the first of two) opened – a spectacular and extraordinary development which confirms Wellington as the most dynamically progressive and educationally significant new school in the region. The second Senior School building will open in 2026 and new sports fields and tennis courts will open during the course of the first half of Term 1, 23-24.

We offer the English National Curriculum leading to IGCSEs at the end of Year 11 and A-levels at the end of Year 13. Wellington College Bangkok was the first school in the world to gain full COBIS Patron's Accreditation within the first year of operation, and subsequent full membership of FOBISIA and CIS. In 2021, the new Senior School building (the first of two) will open—a spectacular and extraordinary development which confirms Wellington as the most dynamically progressive and educationally significant new school in the region.



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We follow the educational philosophy of Wellington College – founded in Berkshire, England in 1859. We offer pioneering education to serve and help shape a better world. Our identity is summed up thus – **Inclusive, Independent, Individual, Inclusive, Intellectual.**

Responsibilities

Trips (residential, sporting, and special trips)

- Preparing the budget cost plan and calculating the pricing.
- Dealing with Flight bookings and Hotel reservations.
- Ensuring the Purchasing team can order supplies and resources to complete within the timeline.
- Confirming names/numbers of students and teachers with Academic Departments.
- Reviewing the Contract before approving.
- Dealing with Transportation arrangements through the Operations team.
- Dealing with Insurance as required.
- Liaising with parents and the Registrar about Visa requirements.
- Organising attendee data with Finance team for launching the Invoices.
- Agreeing payment terms with the Provider.
- Ensuring accuracy and completeness of recording all transactions to accounting system.

Finance

- Keeping and controlling the permanent documents such as Building Construction Contract, Building Utilization Certificate, Testimonial, Shareholder registration, etc.
- Monitoring credit card statement status and checking documentation to support Credit card statement with Purchasing Department on a weekly basis.

Requirements

- Bachelor's degree in accounting or other related fields.
- Experience in project coordination and event management would be desirable.
- Good verbal and written communication skills in Thai and English.
- Organising and time management skills.
- Strong analytical thinking skills and problem-solving abilities.
- Positive attitude towards managing unexpected challenges.



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Safeguarding and Legal

Please note the College's positions are subject to an enhanced Criminal Records Bureau. The College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Wellington College International Bangkok is also committed to equality and diversity. Candidates should be aware that all posts in the College involve a degree of responsibility for safeguarding students.

If you are interested in the position, please send together with a letter of introduction and an up-to-date CV, including the names and contact details of three referees, should be sent to recruitment@wellingtoncollege.ac.th