



SEOUL FOREIGN SCHOOL

INSPIRING EXCELLENCE, BUILDING CHARACTER - SINCE 1912

Seoul Foreign School Seoul, Korea

Established in 1912, Seoul Foreign School (SFS) currently serves over 1,450 children from PK-2 through 12th grade, drawn from over 50 different countries. We are a Christian school for everyone and have long-standing reputation as one of the leading international schools in Asia. A wealth of information on Seoul Foreign School, including video clips of our school and community, can be found on our website <http://www.seoulforeign.org>

Situated on 25 acres in a park-like environment within the city of Seoul, SFS is a not-for-profit school, with an annual operating budget in excess of US \$50 million. All overseas faculty and administration are housed on campus or in apartments close to campus. Administrative and faculty turnover is normally low with faculty staying five or more years on average.

Seoul Foreign School is fully accredited by the Western Association of Schools and Colleges (WASC) and is a member of the Council of International Schools (CIS). As a world IB (International Baccalaureate) school, we offer the Primary Years Programme (PYP), Middle Years Programme (MYP) and Diploma Programme (DP). In the British school, we offer the English National Curriculum (ENC) along with the International Curriculum Framework which includes International Early Years Curriculum (IEYC), International Primary Curriculum (IPC) and the International Middle Years Curriculum (IMYC).

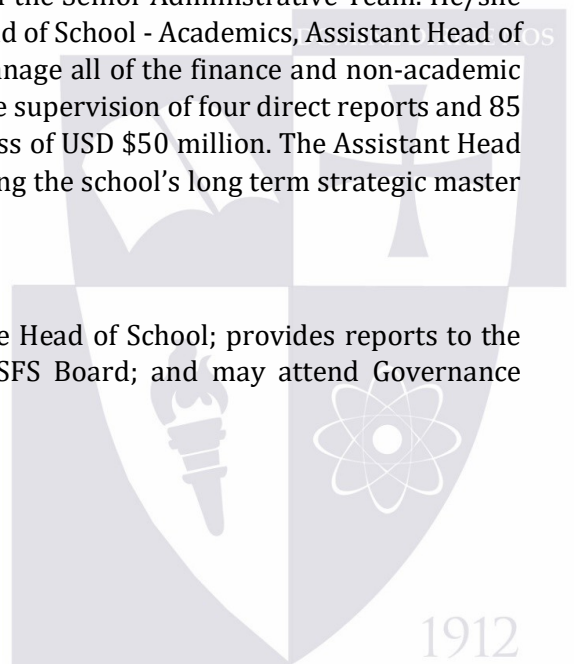
Assistant Head of School – CFO & Operations Job Description

Role of the Assistant Head of School – CFO & Operations

The Assistant Head of School – CFO & Operations is a member of the Senior Administrative Team. He/she works in close association with the Head of School, Assistant Head of School - Academics, Assistant Head of School – Human Resources, divisional principals to lead and manage all of the finance and non-academic school-wide operations of Seoul Foreign School. This includes the supervision of four direct reports and 85 employees overall. The operating budget of the school is in excess of USD \$50 million. The Assistant Head of School – CFO & Operations will play a central role in supporting the school's long term strategic master plan including schoolwide campus development projects.

Key Reports

The Assistant Head of School – CFO & Operations reports to the Head of School; provides reports to the Finance and Enterprise Risk Management Committee of the SFS Board; and may attend Governance meetings as required.





SEOUL FOREIGN SCHOOL

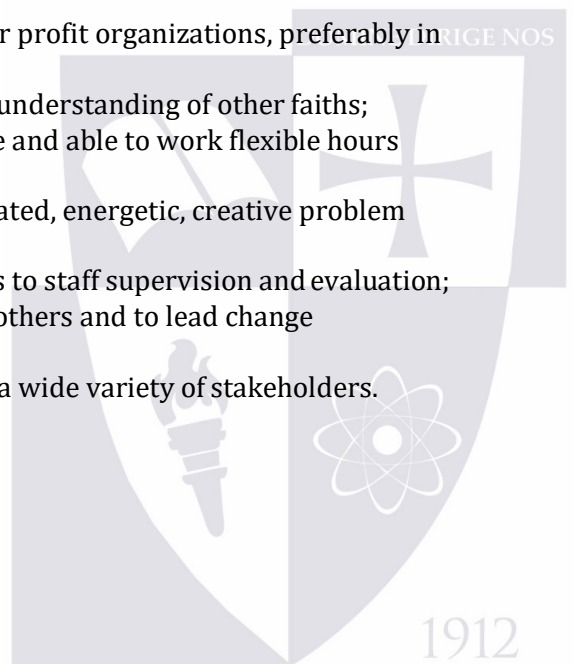
INSPIRING EXCELLENCE, BUILDING CHARACTER - SINCE 1912

Roles and Responsibilities

- Supervises and works with the School Business Manager in the preparation of the annual budgets for the Operating and Plant Funds of the School;
- Supervises and works with the School Business Manager preparing for the annual audit of the School's financial statements; Meeting with the auditor appointed by the SFS Board at the end of preliminary and final fieldwork.
- Prepares the annual audit of the School's financial statements; recommending an auditor to the SFS Board. Interfacing and coordinating with the auditor appointed by the SFS Board;
- Regularly presents both at the Board's Enterprise Risk Management Committee and the Finance Committee.
- Supervises the School Business Manager who is responsible for the overall operation of, and the development of policies and procedures for the School Business Office;
- Oversees the revision and development of Administrative Regulations, their approval through the Head of School as well as the subsequent distribution to faculty and staff.
- Manages and monitoring the short-term investments of the School to maximize returns following the investment guidelines established by the SFS Board Finance Committee;
- Supervises the Business Office function of purchasing through overseas purchasing agents utilizing the purchase order system;
- Maintains appropriate insurance coverage for the assets of the school and appropriate liability coverage; reviews coverage on a regular basis;
- Supervises the Director of General Affairs, the Director of Technology, and the Nurse's Office personnel;
- Approves all hiring of new classified staff and approve annually the salary computations for the classified staff;
- Develops the annual salary and benefit packages for the various classes of employees;
- Ability to support the Christian ethos of the school

Qualifications

- Certified Professional Accountant (CPA) or Chartered Accountant (CA) with at least 10 years of experience in not-for-profit organizations;
- Significant experience in leading and managing large not-for profit organizations, preferably in an international context;
- Internationally-minded outlook, with a culturally sensitive understanding of other faiths;
- Proven ability as a solid team player with a 'can-do' attitude and able to work flexible hours outside of the regular school day;
- Proven ability as an innovative, results oriented, self-motivated, energetic, creative problem solver;
- Experience in and proven knowledge of current approaches to staff supervision and evaluation;
- Ability to engage in multiple tasks, to motivate and inspire others and to lead change successfully
- Proven excellence in written and oral communication with a wide variety of stakeholders.





SEOUL FOREIGN SCHOOL

INSPIRING EXCELLENCE, BUILDING CHARACTER - SINCE 1912

Application Process

Interested candidates are asked to supply the following documents, **compiled into one PDF document** and send electronically to the school's search consultants for this position as below:

Gregory G. Britton | Managing Associate, Director of Search & Consulting Operations

- Cover Letter
- Curriculum Vitae (no more than two pages)
- Contact details from three people; one of whom has served as your immediate supervisor; One of the three should include a character reference.

Any additional information that candidates wish to submit should be sent as a separate pdf document.

Deadline for application is October 1, 2020

