

# CHIEF FINANCE AND OPERATIONS OFFICER SEARCH

## SEOUL FOREIGN SCHOOL

Seoul, Korea  
[seoulforeign.org](http://seoulforeign.org)

Start Date: July 2024



**Carney  
Sandoe**  
& ASSOCIATES

[CARNEYSANDOE.COM](http://CARNEYSANDOE.COM)

# Mission Statement

Seoul Foreign School, Centered in Christ, inspires a passion for learning, pursues academic and creative excellence and is dedicated to the service of others.

## At a Glance



Established  
**1912**



Enrollment  
**1,555**



Campus size  
**25 acres**



Nationalities represented in  
the student body  
**55 (PK-12)**



Total number of faculty  
**198**



Number of nationalities represented  
amongst faculty & administration:  
**27**

Upper School enrollment: 500

Middle School enrollment: 277

Elementary School enrollment: 501

British School enrollment: 265

Number of faculty in the Upper School: 53

Number of faculty in the Middle School: 21

Number of faculty in the Elementary School: 41

Number of faculty in the British School: 22

Number of Schoolwide faculty: 61

SFS IB Average: 36 (World IB Average: 29.9)

Pass Rate of 126 Diploma Candidates: 98%  
(World Average 86%)

Years of IBDP authorization: 40

Operating revenue: 66.3 billion (KRW)

Operating expenses: 63.8 billion (KRW)

Capital expenses: 2.3 billion (KRW)

Number of Board of Trustees: 13 members





## Overview

Seoul Foreign School (SFS) currently serves over 1,580 children from PK-2 through 12th grade, drawn from over 50 different countries. They are a Christian school for everyone and have a long-standing reputation as one of the leading international schools in Asia.

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 \$51 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.

The Chief Finance & Operations Officer 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, and 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 seven direct reports and 92 employees overall. The Chief Finance & Operations Officer will play a central role in supporting the school's long term strategic master plan including schoolwide campus development projects.



## Opportunities and Challenges

The next CFOO of Seoul Foreign School will be joining a storied organization regarded as one of the best schools in Asia and highly thought of throughout the global international schools' market. Other facets of this job that make it compelling include:

- The school will be embarking on an exciting capital project, building an underground student center, for which the next CFOO will be heavily involved.
- In addition to housing, moving stipend, travel stipend, and other generous perks, the school features two separate retirement funding opportunities with exceptional matches.
- The school is embarking on a comprehensive study of their compensation and benefits program. The CFOO will have the opportunity to collaborate with the HOS, Director of Human Resources, and the Board of Trustees to evaluate and adjust the program.
- The school has a long-serving leader with a clear vision for the school and a strong desire to have a strategic partner in this CFOO role.
- The CFOO will inherit a strong and well-staffed Business Office.





## Roles and Responsibilities

- Supervises and works with the Controller in the preparation of the annual budgets for the Operating and Plant Funds of the School;
- Supervises and works with the Controller 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 Controller who is responsible for the overall operation of, and the development of policies and procedures for the School Business Office;
- 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 Controller, Director of General Affairs, the Director of Technology, the Risk and Compliance Manager, the Director of Admissions, the Director or Summer Camp and the Nurse's Office personnel;
- Approves all hiring of new classified staff and approve annually the salary computations for the classified staff.



## Qualifications and Requirements

- Certified Public Accountant (CPA) or MBA preferred;
- 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;
- Ability to support the Christian ethos of the school.



# Learn More

Click on the links below to explore more about Seoul Foreign School.

[School Website](#)

[Virtual Campus Tour](#)

[Guiding Statements](#)

[About Seoul, Korea](#)

[School History](#)



## To Apply

Interested and qualified candidates are invited to contact the consultants in confidence. Candidates will ultimately need to submit the following materials as separate PDF documents:

- A cover letter expressing their interest in this particular position;
- A current résumé;
- A list of five professional references with name, relationship, phone number, and email address of each (references will not be contacted without the candidate's permission) to:

### **Greg Britton**

Chief Operating Officer, Search & Consulting Group  
ggb@carneysandoe.com

### **Sara Shulman**

Consultant  
sara.shulman@carneysandoe.com