



MARIST BROTHERS
INTERNATIONAL SCHOOL

JOB DESCRIPTION

Director of Finance

The preferred start date is 1 April 2027, but we offer flexibility and will work with the successful candidate to determine a mutually agreeable start date.



Homepage



Instagram

WELCOME TO OUR SCHOOL

Marist Brothers International School (MBIS) is an accredited Pre-Kindergarten to Grade 12 co-educational international school located in Kobe, Japan. As a WASC-accredited school offering all three International Baccalaureate (IB) programmes, MBIS provides a seamless learning experience that supports smooth transitions from early learning through high school.

We are committed to excellence in education—recognizing that true excellence extends beyond a rigorous and engaging curriculum. Our holistic approach emphasizes character development, global mindedness, and the values that make our students stand out. At MBIS, character and community are at the heart of the Marist difference.

MBIS is a proud member of the Japan Council of International Schools (JCIS) and the East Asia Regional Council of Schools (EARCOS). To learn more about our school and current opportunities, please visit our website: <https://marist.ac.jp/employment/>

AT A GLANCE



Established in 1951



Faculty from
16 Nationalities



Total Faculty
68



Students from
38 Nationalities



Faculty with
Advanced Degrees
62%



Student-Teacher Ratio
1:25



Enrollment
550



Longest-running
MUN in Japan (1986)



Campus Size
9,570 sqm



Financial Aid Awarded
30,000,000JPY



Endowment:
70,000,000JPY



Annual Fund:
30,000,000JPY

OUR GUIDING STATEMENTS

The MBIS educational philosophy and guiding statements define who we are and what we do as a school and community. They go beyond classroom teaching and learning. It is our intent for these philosophical elements to permeate through the whole school community, and, indeed, help support and guide our graduates as they leave us and join a much bigger, global community. There are three components. The Mission is a statement of belief: who we are, and what we do. The Vision is a statement of intent: a goal for improvement, and part of our culture of always looking to improve as a school and community. Finally, the Marist Expectations (MEs) are about both present and future – they are embedded in our everyday teaching and learning, motto, values, and skills and attributes that are intended to be developed over time.

The MEs were adopted and adapted from the International Baccalaureate Organization's IB Learner Profile:

“The aim of all IB programmes is to develop internationally minded people who, recognizing their common humanity and shared guardianship of the planet, help to create a better and more peaceful world... The IB learner profile represents 10 attributes valued by IB World Schools. We believe these attributes, and others like them, can help individuals and groups become responsible members of local, national and global communities” (IBO 2013).

MBIS adopted the attributes and adapted the descriptors to suit the unique context of our school.

The school community periodically undertakes a review of our guiding statements. Thus, they are not necessarily intended to be set in stone, but rather a dynamic set of statements that respond to the current goals and needs of the community. During the evaluation and accreditation process, all stakeholders are expected to have an opportunity to provide feedback and shape any new direction we choose to undertake.



Who We Are

Our Mission Statement:

We educate students in a nurturing community where relationships and meaningful connections are valued and celebrated.

Our students gain knowledge, communicate effectively, develop exceptional character, and become responsible citizens of a global society.

We inquire into the world around us through rigorous academic programs that aim to prepare students for life's opportunities.

Our Vision Statement:

We are a school where exceptional personal character and strong relationships provide opportunities to excel in our areas of interest and affect change in our local and global communities.

We are a school where personal, social, and emotional support help build global perspectives.

We are a school that embraces diversity, encourages leadership, and respects the values and unifying traditions of the Marist Brothers.

School Core Values

Excellence

Make excellence and quality a part of each day and seek continuous improvement in all that we do.

Partnerships

Build sustainable and meaningful relationships, embrace diversity, and connect with the community.

Innovation

Seek innovative and creative approaches to problemsolving.

Care

Be a person of good character who is responsible, respectful, reflective, and acts to make the world a better place.



School Motto



Motivate

Learning is a life-long journey



Believe

Together we can change the world



Inspire

Follow our lead as we pursue our dreams



Succeed

From Japan to the rest of the world



Marist Expectations

These expectations are derived from the IB Learner Profile and are attributes to be developed from Early Years through to Grade 12.

Inquirers

We engage in research and investigation, becoming self-directed, lifelong learners.

Knowledgeable

We strive to develop intellectually, physically, and artistically.

Thinkers

We consistently think critically, ethically, and creatively.

Communicators

We collaborate in a multilingual environment with confidence and courtesy.

Principled

We take responsibility for our own actions, building trust through integrity, honesty, and humility.

Open-Minded

We seek to broaden our understanding and appreciation of other cultures and perspectives.

Caring

We show compassion within our school community and beyond.

Risk-Takers

We take on challenges as active participants and dare to push beyond our comfort zones.

Balanced

We strive for balance of mind, body and spirit, to develop as well-rounded individuals.

Reflective

We use past experiences as a guide to future actions.

Four Pillars of Growth

A holistic approach that balances academic achievement with creativity, personal growth, and strong character development.



Academic Excellence

Building knowledge, curiosity, and a love for learning



Athletics

Encouraging a spirit of participation, healthy competition, and developing resilience and teamwork



Arts

Inspiring creativity and self-expression



Service & Character Development

Fostering compassionate, responsible leaders through service, integrity, and global citizenship



ACCREDITATION & MEMBERSHIPS

Marist Brothers International School is fully accredited by the Western Association of Schools and Colleges and is an IB World School. MBIS is proud to be a member of the East Asia Regional Council of Schools (EARCOS), and the Japan Council of International Schools (JCIS).

Our accreditation and commitment to educational excellence means that our students have been able to further their academic careers at colleges and universities throughout the world. Beyond simply being accepted to great educational institutions, we know from experience that our graduates are well-prepared for success in the future.



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SCHOOL HISTORY

“MBIS grows when our community stands together.”

On September 17, 1951 the doors of the Marist School in Kobe opened for the first time. The student body expanded rapidly, and soon outgrew the existing buildings and facilities. In 1955, a large new building was constructed. At the time, it housed a two-story assembly hall with classrooms on the third floor. Today this building still stands, and is primarily used for the school office, library, and cafeteria facilities. By 1957, the student population passed 140, and it was time to expand again. In 1961 a new wing was added with 14 classrooms.

CAMPUS MASTER PLAN

At Marist, we believe in planning carefully and acting wisely. Our Campus Master Plan guides us in redeveloping our facilities to support sustainable growth and future-ready learning. This long-term, strategic initiative reflects our deep commitment to delivering an outstanding education while ensuring the well-being of our entire school community.

OUR VISION: A CAMPUS FOR THE FUTURE

Marist is committed to serving both local and international families into the future.

This vision goes beyond construction. It is about shaping a campus that:

- Provides safe, healthy, and inclusive learning environments
- Supports personalized, flexible, and engaging education
- Fosters creativity, collaboration, and community connection
- Embodies our Marist values of care, service, and sustainability

GUIDED BY STRATEGY AND COMMUNITY COMMITMENT

To realize this vision, we are working within a clearly defined and responsible framework:

- Campus Master Plan: A strategic blueprint guiding facilities development and operational sustainability
- Financial Sustainability Plan: A commitment to disciplined financial management, diversified revenue, and transparency





BEYOND THE CLASSROOM

Our academic curriculum is complemented by a year-long athletics program, divided into four seasons. Students compete against other international schools, providing them with frequent opportunities to further develop body, mind, and character.

Leadership and interpersonal skills are consistently encouraged throughout our curricular and co-curricular programs. These are focus points within the classroom, but are also plentiful on the court and field; as a small school, every student has the opportunity to not only participate in sport, but also to lead. Furthermore, a majority of our student body are members of at least one of our three student organizations, and many are selected as delegates at our annual inter-school Model United Nations, and go on to represent MBIS at general assemblies in the Asia-Pacific region.

Through these curricular and extra-curricular programs, our primary goal is to ensure that MBIS students are well-rounded and well-prepared for success in life after graduation.

GUIDANCE

Our mission is to support students in their academic, social, and personal development while assisting them in discovering college and university opportunities both internationally and within Japan. We believe in tailoring the college application process to each student's unique needs, while also providing comprehensive resources through preparation classes and informative sessions, including presentations and Q&A sessions for parents.



STUDENT LIFE

Marist After School Activities Program

The Marist After School Activities Program provides opportunities for students to engage in enrichment activities in our safe and supportive environment.

Embedded in our school philosophy and culture is the concept of 'balance'. In the context of our school community, balance can mean many things, but at its core is the notion that academic growth is only one aspect of an individual's development – we must also find time and space for social, physical, emotional, and spiritual development. MBIS students are provided with a wide range of clubs and activities, through which they can grow and pursue their interests.

A common thread linking all these activities is opportunity – new, interesting, engaging and motivating means for students to become more inquiring; more knowledgeable; more responsible; more caring; better communicators. We want our students to take on new challenges and learn from them.



Athletics Program

MBIS has a very proud athletic tradition, and the school has managed to acquire an impressive list of championships throughout the years. We are also widely recognized for our sportsmanship and good character on and off the sports fields and courts. In the last two decades alone, MBIS has claimed over 200 championships and tournament trophies, within the local region and beyond, including overseas invitationals.

Our Middle School (grades 6-8) and Varsity (grades 9-12) programs offer opportunities to play five sports over four seasons: Volleyball, Soccer, Basketball, (Boys) Baseball and (Girls) Softball. As members of the Western Japan Athletics Association (WJAA), we compete in regional leagues and tournaments against other international and US base schools, as well as occasionally play against teams from as far away as Tokyo and Hokkaido. Students may also have an opportunity to compete in tours and tournaments abroad. MBIS also hosts an annual Invitational Futsal Tournament for students in grades 3-6, competing against other international schools in the region.

Students at MBIS are motivated to “make the team”. We believe that our athletic program is more than an opportunity to increase fitness and physical ability – students have frequent opportunities to develop skills that will serve them well throughout their lives. Dedication to sports means a dedication to practice, risk-taking, hard work, self-discipline, teamwork, fair play, leadership, and so much more.

The MBIS athletic facilities include a full-size gym, well-stocked weight room, and a synthetic grass sports field. Campus games and tournaments are organized by the very popular Marist Athletic Association (MAA), providing opportunities for students to work behind the scenes, as well as on the court.

Student Council

The Student Council is a democratically-elected, student-led organization. There are separate councils for Elementary and the Upper School, but in both cases these organizations provide opportunities for students to take on representative and leadership roles; work collaboratively with and for the student body; organize and run school events; promote school spirit, and; make the school a better place.

Marist Athletic Association

The Marist Athletic Association serves to promote the Marist athletic program and school spirit. The MAA is responsible for the preparation, set-up and organization of games and tournaments held at the school. During these events, you will see them in various capacities such as linesmen, score and time keepers, officiating, and maintaining the field or court. The MAA organizes the in-school intramural program and various other events such as the end-of-the-year games, barbecue, and athletic assembly.

National Honor Society

(NHS), established to recognize outstanding high school students, is one of the United States' premier academic organizations. More than just an honor roll, NHS serves to honor those students who have demonstrated excellence in the areas of Scholarship, Leadership, Service, and Character. These characteristics have been associated with membership in the organization since its establishment in 1921:

Service: This quality is defined through the voluntary contributions made by a student to the school or community, done without compensation and with a positive, courteous, and enthusiastic spirit.

Leadership: Student leaders are those who are resourceful, good problem solvers, promoters of school activities, idea-contributors, dependable, and those who exemplify positive attitudes about life. Leadership experiences can be drawn from school or community activities while working with, or for, others.

Character: The student of good character upholds principles of morality and ethics, is cooperative, demonstrates high standards of honesty and reliability, shows courtesy, concern, and respect for others, and generally maintains a good and clean lifestyle.

Citizenship: The student who demonstrates citizenship understands the importance of civic involvement, has a high regard for freedom, justice, and democracy, and demonstrates mature participation and responsibility through involvement with such activities as scouting, community organizations, and school clubs.

The Marist Brothers International School chapter of this organization serves both school and community in a variety of ways, such as helping feed the homeless of Kobe, working at the Kobe Global Charity Festival, fundraising for schools in Asia that support education for the economically disadvantaged, peer tutoring, and volunteering for school community service.





Model United Nations

Japan's longest-running Model United Nations General Assembly

The MBIS Model United Nations (MUN) program and General Assembly has been a core component of academic life at the school since 1981. It is the longest-running MUN in Japan, well-recognized, and typically attended by over a hundred delegates from international schools throughout Japan and abroad. The General Assembly has regularly attracted local and national media attention.

As an integral part of the Social Studies curriculum, students meet throughout the school year to discuss current international issues and learn critical skills, such as conflict resolution, compromise, and media literacy, alongside fundamental skills, such as resolution writing, parliamentary procedure, caucusing, and debate.

Selected students will be chosen as delegates, representing a country at the annual General Assembly. Students prepare by researching the social, political and economic situation of the country they represent, as well as becoming familiar with the unique role and aims of that country within the global community.

The General Assembly is held in February, and is an intense three-day event. Delegates debate pressing topical issues, and strive to achieve a balance between the needs of the nation they represent, and the overarching needs of the world as a whole. They work through a range of issues, and are also faced with a high-stress emergency crisis. As well as acting as delegates, some students will have the honor of acting as a regional chair, or overseeing debate as members of the parliamentary committee. Outstanding participants are recognized and honored at the end of the assembly. The MBIS MUN also serves as an important foundation for success at larger MUNs throughout the Asia-Pacific region, which are regularly attended by teams of delegates from the school.

Parents are welcome to attend – it is always a remarkable testament to the talent of our students, and a showcase for their skills and knowledge.



Counseling Services

At Marist International School, we provide counseling services to ensure that students can receive their education in a safe and supportive environment. Our school counselors offer support in various aspects of students' lives, addressing not only academic and school-related matters but also personal concerns, emotional issues, and mental well-being.

During counseling sessions, we help students clarify their problems, explore options, and approach their concerns with a positive mindset. Our goal is to enhance their self-awareness and equip them with the skills to effectively address challenges they may encounter during their academic journey. We also collaborate with specialists when necessary to support students in their school lives.

Parenting can be challenging at times. Our counselor is also available to assist parents and guardians with any parenting-related concerns. All counseling sessions are strictly confidential. Additionally, we offer online sessions in addition to in-person meetings.

Our school counselors are dedicated to supporting students' emotional well-being and enriching their school experiences. Please feel free to consult with us about any concerns or issues you may have. No issue is too small for counseling. We are here for you.

KOBE

MBIS is centrally located in the Kansai region with easy access to public transport—students can commute from central Kobe, Osaka, Kyoto, Akashi, and Himeji. Conveniently nestled between mountains and the sea, we offer an inspiring setting for wholesome learning and growth.

With a population of around 1.5 million, Kobe is Japan's **seventh-largest city** and the third-largest port city after **Tokyo** and **Yokohama**. It is located in the **Kansai region**, which makes up the southern side of the main island of Honshu, on the north shore of **Osaka Bay**. It is part of the Keihanshin metropolitan area along with **Osaka** and **Kyoto**. The Kobe city centre is located about 35 km (22 mi) west of Osaka and 70 km (43 mi) southwest of Kyoto.

The earliest written records regarding the region come from the **Nihon Shoki**, which describes the founding of the **Ikuta Shrine** by **Empress Jingu** in AD 201. For most of its history, the area was never a single political entity, even during the **Tokugawa period**, when the port was controlled directly by the **Tokugawa shogunate**. Kobe did not exist in its current form until its founding in 1889. Its name comes from Kanbe (an archaic title for supporters of the city's Ikuta Shrine). Kobe became one of Japan's **designated cities** in 1956.

Kobe was one of the cities to open for trade with the **West** following the 1853 end of the **policy of seclusion** and has retained its cosmopolitan character ever since with a rich architectural heritage dating back to the **Meiji era**. While the 1995 **Great Hanshin earthquake** diminished some of Kobe's prominence as a port city, it remains Japan's fourth-busiest **container port**. Companies headquartered in Kobe include **ASICS**, **Kawasaki Heavy Industries**, and **Kobe Steel**, while over 100 international corporations have their Asian or Japanese headquarters in the city, including **Eli Lilly and Company**, **Procter & Gamble**, **Boehringer Ingelheim**, and **Nestlé**. The city is the point of origin and namesake of **Kobe beef**, the home of **Kobe University**, and the site of one of Japan's most famous **hot spring** resorts, **Arima Onsen**.



POSITION DESCRIPTION

| | |
|----------------|--------------------------------------|
| Position Title | Director of Finance |
| Reports To | Business Manager |
| Location | Marist Brothers International School |

Key Objectives of the Position:

Marist Brothers International School (MBIS) is an accredited Pre-Kindergarten to Grade 12 co-educational international school located in Kobe, Japan. As a WASC-accredited school offering all three International Baccalaureate (IB) programmes, MBIS provides a seamless learning experience that supports smooth transitions from early learning through high school. We are committed to excellence in education - recognizing that true excellence extends beyond a rigorous and engaging curriculum. Our holistic approach emphasizes character development, global mindedness, and the values that make our students stand out. At MBIS, character and community are at the heart of the Marist difference. MBIS is a proud member of the Japan Council of International Schools (JCIS) and the East Asia Regional Council of Schools (EARCOS). The Director of Finance is a senior leadership position responsible for the strategic and operational management of the school's financial functions. The role ensures robust financial planning, reporting, compliance, and governance aligned with the school's mission, strategic plan, and regulatory requirements in Japan. The Director of Finance leads and develops the Finance Department, including Finance Officers/Accountants, and oversees all financial operations, audits, budgeting, and reporting to the Business Manager and Head of School.



| Key Responsibilities | Expected Deliverables |
|---|--|
| Key Objectives of the Position | <ul style="list-style-type: none"> • Provide strategic financial leadership to support the long-term sustainability of the school • Ensure accurate, timely, and transparent financial reporting • Strengthen internal controls, compliance, and financial governance • Lead budgeting, forecasting, and financial planning processes • Oversee external audits and ensure compliance with Japanese regulations and Gakko Hojin requirements • Develop and manage the Finance team to ensure high performance and accountability |
| Strategic Financial Leadership | <ul style="list-style-type: none"> • Advise the Business Manager and Head of School on financial strategy, risks, and opportunities • Lead the development of long-term financial plans aligned with the school's strategic plan • Support capital planning, including campus development projects and financing strategies • Provide financial modeling and scenario planning to support decision-making |
| Financial Management & Reporting | <ul style="list-style-type: none"> • Oversee all financial operations including accounting, payroll, accounts payable/receivable, and cash flow management • Ensure timely and accurate preparation of: <ul style="list-style-type: none"> ◇ Monthly management accounts ◇ Annual financial statements ◇ Budget vs actual reports • Monitor financial performance and provide analysis and recommendations |
| Budgeting & Forecasting | <ul style="list-style-type: none"> • Lead the annual budgeting process in collaboration with the Business Manager, Head of School and Board. • Monitor departmental budgets and ensure alignment with strategic priorities • Develop rolling forecasts and financial projections |

| | |
|--|---|
| <p>Compliance, Governance & Risk Management</p> | <ul style="list-style-type: none"> • Ensure compliance with: <ul style="list-style-type: none"> ◊ Japanese financial regulations and employment laws ◊ Gakko Hojin requirements ◊ Internal policies and Board governance expectations • Develop and maintain strong internal controls and financial procedures • Manage financial risk, including audit findings and mitigation strategies |
| <p>Audit & External Relations</p> | <ul style="list-style-type: none"> • Lead and coordinate all external audit processes • Serve as the primary liaison with auditors, tax advisors, and regulatory authorities • Ensure timely submission of all statutory and regulatory reports |
| <p>Leadership & Team Management</p> | <ul style="list-style-type: none"> • Lead, manage, and develop the Finance Department, including Finance Officers/ Accountants • Establish clear roles, responsibilities, and performance expectations • Build capacity within the team through coaching and professional development • Foster a culture of accountability, collaboration, and continuous improvement |
| <p>Operational Finance Oversight</p> | <ul style="list-style-type: none"> • Oversee: <ul style="list-style-type: none"> ◊ Tuition and fee billing processes ◊ Debt collection and receivables ◊ Payroll processing ◊ Procurement and purchasing approvals ◊ Payments to Partner Companies / Individuals ◊ Loan Repayments • Ensure efficient financial systems and workflows |
| <p>Stakeholder Engagement</p> | <ul style="list-style-type: none"> • Work collaboratively with: <ul style="list-style-type: none"> ◊ Head of School and Senior Leadership Team ◊ Business Manager and operational teams ◊ Board Finance Committee • Communicate financial information clearly to non-financial stakeholders |
| <p>Other Responsibilities</p> | <ul style="list-style-type: none"> • Support school events such as Open Days and community initiatives • Participate in school-wide professional development and growth processes • Remain current with financial systems, technology, and best practices • Undertake additional duties as directed by the Head of School |

One Team Behaviors

Passion for our students and community is at our core and is what centres us. One Team Behaviours of Motivate, Believe, Inspire and Succeed bind us, and being One Team creates opportunities to grow our people, and our success as an organization.

Motivate: Learning is a lifelong journey

Believe: Together we can change the world

Inspire: Follow our lead as we pursue our dreams

Succeed: From Japan to the rest of the world

Personal Specifications:

Qualifications & Experience

- Relevant tertiary qualification in Finance, Accounting, or Business (required)
- Professional accounting qualification (CPA, ACCA, or equivalent preferred)
- Significant experience in financial leadership and management
- Experience with budgeting, financial reporting, and audit processes
- Experience in an international school or non-profit environment (desirable)

Skills & Attributes

- Strong financial and analytical skills
- High level of integrity and ethical standards
- Strong leadership and team management capability
- Excellent communication and stakeholder engagement skills
- Ability to manage complexity and meet deadlines
- Proficient in technology

Relationships & Key Stakeholders

| Internal | | External | |
|--|---|---|--|
| <ul style="list-style-type: none"> • MBIS Board of Directors and Councilors • MBIS Staff and Faculty • MBIS Parents and Students • MBIS Alumni | | <ul style="list-style-type: none"> • Future students and families • Partner companies and individuals | |
| Direct Reports: Business Manager | Number of Indirect Reports: Head of School | Budget Accountability: Full oversight of school financial operations & budget management | |

Due to the evolving operational needs of a school environment no position description can fully capture the complexity of tasks within the school. Therefore, this position description should not be seen as definitive, and some flexibility is required when using this position description. These will be other tasks and actions not mentioned in the position description that may be given from time to time or included in this role. All position descriptions evolve and change over time and we are committed to reviewing position descriptions on a regular basis to ensure they reflect the demands of the role and the contribution of employees.

SAFEGUARDING & PROFESSIONAL EXPECTATIONSS

Marist Brothers International School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The appointment is subject to an enhanced background check and satisfactory references.

HOW TO APPLY

Marist Brothers International School has partnered with Carney, Sandoe & Associates to conduct the international search for this new role - Director of Finance.

We are seeking an exceptional finance leader to join our team, commencing in April 2027.

All enquiries, expressions of interest, and applications should be directed to Carney, Sandoe & Associates and not to the school.

Please contact either:



**Carney
Sandoe**
& ASSOCIATES

Website: www.carneysandoe.com

Todd Gochman

Senior Placement Associate
Carney, Sandoe & Associates

Email: todd.gochman@carneysandoe.com

Cassie Franco-Camacho

Senior Placement Counselor
Carney, Sandoe & Associates

Email: cassie.franco-camacho@carneysandoe.com

Applications should include:

- A current résumé/curriculum vitae, including qualifications and relevant professional experience (maximum two A4 pages).
- A cover letter outlining your experience relevant to the position and explaining why you are interested in joining Marist Brothers International School.
- Contact details (email preferred) for at least two recent professional referees, including your most recent supervisor(s).
- A recent professional photograph.
- Personal details, including information regarding any accompanying dependents.

Interviews for candidates residing outside the Kobe region or overseas will be conducted via Google Meet / Zoom.

Applications will be reviewed as they are received, and early applications are strongly encouraged.

Please note that, due to the anticipated volume of applications, only shortlisted candidates will be contacted.

LEARN MORE



Click on the links below to learn more about Marist Brothers International School.

SCHOOL WEBSITE

