



WELLINGTON
COLLEGE
INTERNATIONAL SCHOOL BANGKOK

Job Description

Wellington College International School Bangkok ('WCIB')

Position:	Accounts Payable Officer
Reports to:	GL Manager
Collaborates with:	Whole School
Oversight:	None
JD updated:	August 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.**

Role and Responsibilities:

- Review and match properly of documents for recording Payable and Payment transactions.
- Record payable and payment in accounting system.
- Prepare bank reconciliation, investigating and filing documents by transactions completely.
- Prepare the payments to pay by checks and electronic transfers and oversea transfer based on scheduling according to policy, credit term and special requirements (if any).
- Prepare, monitor and investigate the housing deposit report, advance payment reconciliation report and other monthly.
- Provide prepaid expense and accrued expense to AP Accountant by monthly.
- Analyse and highlight significant changes for the transaction under responsibility area.
- Maintain historical records.
- Prepare all expenses accrual and prepaid report.
- Reconcile the account payable to agree with the trial balance in the system.
- Prepare the list of payments for the cash flow report by monthly.
- Maintain the operating effectiveness of payable and payment controls to comply with the management policy.
- Ensure the correct supporting documentation.

Requirements:

- Male/Female, age not over than 35 years old



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- Bachelor's degree in accounting
- At least 3 years' relevant experiences (in international school is advantage)
- Good command of English is advantage
- Knowledge of Express System is advantage
- Detail-oriented and high responsibility
- Good attitude and service mind

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.

Application

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