



WELLINGTON
COLLEGE

INTERNATIONAL SCHOOL
BANGKOK

Bursar (Director of Finance and Operations)

CANDIDATE INFORMATION

Welcome from the Master

I am delighted that you are considering an application for this role. When I applied to be Founding Master of Wellington College Bangkok, I had no doubt: this was the best job in my field available anywhere in the world that year. Much has changed since then. I am a long eight years older. The School – then some concrete and rebar plus an inordinate amount of mud – is now a green, tranquil, shiny, solid, dynamic, unique and extraordinary reality. Wellington College itself, internationally as well as in England, has grown, developed and become stronger and stronger. The Bursar will join at an exciting time as

we look forward to completing the final phase of the campus development, a project which they will have responsibility for.

At Wellington, the excellence that we expect from the School and from ourselves is not just a very good version of ‘standard’. Though, of course, we do need that. It’s something altogether apart from standard. Excellence comes from understanding the answer to the question, ‘if nothing were off the table, what would we do?’ A Bursar correctly responds, ‘steady on – we can’t afford that...!’ But without the question, without the challenge, we cannot possibly be Wellington.

Recruitment is always exciting – for candidates and for us – and I very much look forward to meeting some exceptional candidates. Including, I hope, you. As was true for me in 2017, this is not just a job. It’s *the* job.



Chris Nicholls
Master



About Wellington College Bangkok

Wellington College International School Bangkok opened in September 2018 and offers a first-class British education for students aged 2 to 18. It has quickly gained a reputation as one of the top schools in the city, in Thailand, and in the ASEAN region. There are currently 1,000 students; when the School campus is completed and all year groups are full, numbers will grow to around 1,800. 78% of the students are Thai, 11% are Chinese, and the balance are expatriates from across the world.

The founding school, Wellington College, was established in the UK in 1853 and can justly claim to be one of the world's great co-educational boarding and day schools. Academic results and Oxbridge and Ivy League offers, which consistently place the School at the top of the league tables, are not the only markers of Wellington's educational success. A world leader in educational research, Wellington lessons are typified by a wealth of subject knowledge and top-tier pedagogical practice.

Wellington College Bangkok is one of eight K-12 international schools in the Wellington family, all located in premium global locations in China, India and, shortly,

Indonesia. A ninth school is due to open in 2026, and a small number of further schools are planned across the world. The links with the founding school are very strong across all elements – ethos, values, teaching. To facilitate this connection, there are student exchange programmes, teacher secondments, student summer schools, collaborative projects and competitions, alumni events and knowledge and expertise sharing opportunities across the family of schools. The founding school works closely with its partners, who invest in each of the international schools. The original investors in Wellington College Bangkok, Gurdist Chansrichawla and Dr Darika Lathapipat, who both come from strong education backgrounds, continue to own the School and are fully involved and committed to its development. Further information about the owners can be found [here](#).

Wellington students benefit from a pioneering education, and they will grow up to be global citizens who will help shape and serve the world. Their values are strong. Every student becomes inspired, individual, intellectual, inclusive and independent. The language of the classroom and the playground is English while also honouring the host country with daily Thai language and culture lessons. The youngest children entering Pre-Nursery, Nursery or Reception follow the English Years Curriculum. Years 1 upwards follow the English National Curriculum, adapted to the lives of a thriving international community. Most recent IGCSE results were very strong, with 70% A*/A (9-7), A* (9/8) by far the most common grade, and 88% A*/A in all Sciences. The first A-levels will be sat in May 2026; outstanding results are expected.



LOCATION AND FACILITIES

The School is situated in the Krungthep Kreetha area of eastern Bangkok, approximately at the midpoint between Bangkok City Centre and the Suvarnabhumi Airport (BKK). It is situated on 70 rai (28 acres) of lush green land with a lagoon and expansive recreational space, next to a golf course and growing urban family neighbourhoods. Around 85% of students live within a 25-minute drive time.

The classrooms and learning areas in the Junior School and Senior School are designed to the highest specifications for quality of learning. The Senior School is located in the six-storey Skylight building, which has a stunning cylindrical library and atrium at its centre running top to bottom. There is a suite of Science labs, Maths rooms and Arts studios which are amongst the most impressive in Bangkok, as well as a dining room which opens out onto a terrace. The final Senior School building, the Crowthorne, opened

in August this year and contains one of the best school DT and Tech facilities in the world, along with an outstanding Music Centre, a huge multi-purpose room, dynamic drama studios, and an exceptionally well-appointed Cookery lab, alongside an excellent dedicated Year 5 and 6 hub.

The sports facilities include two swimming pools, one of which is Olympic-sized, a 400-metre running track, and artificial outdoor surfaces, as well as grass pitches and specialist indoor facilities for basketball, golf, dance and gymnastics. Alongside these excellent sporting facilities, there is a 600-seat theatre which can host drama productions and music concerts.

The next phase of development, which will enable the School to grow to 1,815 students, includes an extension to the Senior School dining hall, a second sports hall and a new Early Years Centre. The ambition is to complete these projects over the next five years, funded through cashflow.







LEADERSHIP AND GOVERNANCE

The owners of the School, Gurdist Chansrichawla and Dr Darika Lathapipat, have strategic financial and operational oversight of the School. They delegate the day-to-day running and management of the School to the Master and Bursar, who sit alongside them as members of the Executive Board. Whilst the Board meets formally once a month, the Board members work together closely, and there is considerable informal interaction which facilitates dynamic decision making.

Ensuring the School embodies the values, standards and ambition of the founding school is managed through the School's International Board of Governors, which meets termly. The International Board comprises the owners, the International Director of Wellington College International, a member of the Senior Executive Team of Wellington College, the Master and the Bursar. The outgoing Bursar was appointed a Governor on leaving his post; this will provide the International Board with continuity and expert knowledge of developing and operating a school in Bangkok.

The Master has overall responsibility for the operation of the School and is supported by the Senior Leadership Team (SLT), which consists of the Bursar, the Head of the Senior School, the Head of the Junior School, and the Director of Admissions and Marketing. The SLT meets weekly during term time.

The School was awarded the COBIS Patron's Accreditation in its first year of existence (the first school ever to do this). The COBIS inspection report can be viewed [here](#). The School's routine COBIS re-inspection was covered in 2023 by completion of the full accreditation process with CIS. The School is now in CIS's regular accreditation cycle. Once the first Year 13 is complete, preparations will begin for BSO accreditation. Wellington College International also arranges an Annual Review inspection process, which mirrors most elements of regular accreditations. This typically takes place in May.





The Opportunity

The owners and Master seek to appoint a highly motivated, financially astute, commercially driven and strategic Bursar as a critical member of a tight, high-functioning Executive Team who will help shape and lead the next phase of the School's development. The Bursar will provide leadership and direction to the Finance, Operations (Estates and Facilities), Commercial, HR and IT Departments, each of which has an experienced and highly effective Head of Department. The Bursar also has responsibility for the delivery of Wellington Extra, the co-curricular programme, which is an important part of the School's offer.

The Bursar will work in close collaboration with the Master and the owners and will report formally at the

monthly Executive Board and termly International Board meetings. The delivery of the capital projects, which will complete the School's campus, will be a priority.

The successful candidate will have the skills, experience, and attributes to work with colleagues at all levels to implement the financial and commercial strategy and support operational delivery. Experience of working and living overseas, as well as of schools, will be an advantage. An outstanding communicator, they will need to demonstrate proven ability in executive leadership and financial control, commercial success, managing resources, delivering results, thinking strategically, and inspiring and motivating high-functioning teams.

The Bursar reports to the Master on day-to-day operational responsibilities and to the owners on financial management.

The responsibilities outlined below are not exhaustive but are indicative of the requirements of this significant role.

KEY RESPONSIBILITIES

Strategy

- Contribute to the ongoing development of the School's strategic mission.
- Develop and implement the financial and operational strategies, policies and plans that underpin the organisational objectives.
- Lead the delivery of the final phase of development to complete the campus.

Leadership and Management

- Lead and inspire staff, bring out the best in them, and facilitate and encourage strong working relationships within the support staff and throughout the School.
- Manage the performance of direct reports.
- Support the training and professional development of direct reports and the wider support staff.

Finance

- Advise the Executive Board on all matters relating to financial strategy, including the timing of capital projects, legislation, allocation of resources and the impact of their decisions on the School's financial and strategic position.
- Align financial resources to institutional priorities.
- Oversee the preparation and control of the annual budget.
- Ensure that a robust system of financial planning and control operates across the School consistent with strategy, policies and procedures.

- Work closely with the Head of Finance to implement effective processes, including fee collection, debtor management, purchasing, payroll, tax arrangements and the external audit.
- Oversee the preparation of monthly management accounts, financial projections and cash flow forecasts and report performance against KPIs to the Executive Board.
- Analyse school fees and costs, including benchmarking, and work with the Executive Board to set pricing strategies, including tuition fees and extras.
- Ensure effective procurement arrangements are in place to facilitate best value.

Operations

- Oversee and work closely with the Facilities and Operations Managers to ensure:
 - the School's buildings, grounds, sports and other facilities are maintained and operated to the required standard and compliant with regulations, including health and safety and other inspection standards;
 - cleaning, catering, waste disposal and security services are delivered to a high standard, holding the external contractors to account against the service level agreements;
 - the effective delivery of school transport, nursing provision, merchandising and other logistics.
- Seek to integrate sustainable solutions and initiatives to reduce the School's environmental footprint and energy consumption.

Capital Projects

- Prepare and present to the Executive Board business cases for capital investment.
- Oversee and work closely with the Projects Director to plan and deliver capital projects to time, specification, and budget.

Human Resources

- Oversee and work with the Head of Human Resources to:
 - manage staff recruitment, onboarding of expatriate staff, preparation of contracts, training, appraisal, and compliance with Thai labour laws;
 - ensure accurate record management, including the Single Central Register;
 - support the Master and SLT in the management of staff.

Information Technology

- Oversee the development and implementation of an IT strategy aligned with the School's strategic plan.
- Oversee the development, procurement, delivery and management of cost-effective IT infrastructure, data and services to support high-quality teaching and learning, communications and administration for all areas of the School's operations.
- Facilitate the safety, security and integrity of the School's IT network and digital data.

Commercial

- Ensure the provision and delivery of a high-quality and wide-ranging co-curricular programme (Wellington Extra), instrumental lessons and residential trips.
- Identify, negotiate and oversee partnerships and other arrangements with third parties to support, extend and enhance the delivery of the School's education and co-curricular provision.

Compliance and Risk Management

- Ensure compliance with all applicable laws and regulations, ensuring policies, procedures and training are in place and championing their application throughout the School.
- Oversee the School's data protection arrangements.
- Manage the risk assessment process and maintain the Risk Register.
- Ensure that the School has appropriate insurance cover for all key insurable risks.
- Advise on business continuity planning to ensure that the School is well prepared for any emergency.
- Promote a positive health and safety culture throughout the School and fulfil all the Bursar's responsibilities in accordance with the School's Health and Safety Policy.

Any other task as reasonably required by the Master or owners.





Person Specification

The successful candidate will bring the following qualifications, experience, skills and knowledge, leadership style and values.

QUALIFICATIONS AND EXPERIENCE

- Educated to degree level or equivalent.
- A professional or managerial qualification is desirable but not essential.
- A strong track record of successful executive leadership experience in a complex organisation and working with a Board.
- Direct experience of both strategy and operations, including finance.
- Experience of working within a complex budgetary structure.
- Proven experience of leading and developing multi-disciplinary teams.
- Project management, including delivery of capital projects.
- Experience of working internationally and in a school would be an advantage.

SKILLS AND KNOWLEDGE

- Strong strategic abilities and organisational skills.
- Strong financial and commercial acumen.
- Demonstrable knowledge of IT systems, HR, health and safety.
- First-class communication and negotiation skills – able to balance robustness with constructive, positive discussion and diplomacy.
- Strong interpersonal skills and high levels of emotional intelligence.
- An understanding of the School's responsibilities in relation to safeguarding and child protection.

LEADERSHIP STYLE AND PERSONAL ATTRIBUTES

- A visible leader who is able to work both independently and as a key team member to inspire confidence and encourage and motivate staff.
- High levels of self-awareness, humility and flexibility, as well as a collegial leadership style.
- Energetic, tenacious, resilient and tenacious.

SAFEGUARDING AND WELFARE OF CHILDREN

Wellington College International School Bangkok 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; the policy can be found [here](#).





Appointment Terms

A highly competitive remuneration package is offered, reflecting the seniority and significance of the position. The salary offered will depend on skills and experience.

This is a full-time, 52-week post, and some flexibility of working hours will be required in light of the role and responsibilities it entails.

The main benefits are likely to include:

- Annual holiday entitlement of 30 days plus Thailand national holidays.
- A 100% staff discount on school fees for up to two children who gain admission to the School.
- Private health insurance, including dependants.
- A generous housing allowance.
- Relocation support.
- Annual home leave flights, including dependants.

Wellington College International School Bangkok is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and a criminal records check.

All appointments are subject to satisfactory references, criminal record checks and proof of qualifications.



Living in Bangkok

Working at Wellington College Bangkok offers a blend of professional fulfilment, and a dynamic lifestyle with modern urban living and rich cultural experiences. Bangkok is known for its vibrant street life, diverse culinary scene, and numerous recreational activities.

The School is located in the Krungthep Kreetha district, a serene and family-friendly neighbourhood, an area which boasts a mix of modern amenities and traditional Thai culture, with access to cafes, restaurants, parks, and shopping centres. There are also two main golf courses, a large hospital and hotels. Krungthep Kreetha is 15 minutes from Suvarnabhumi Airport and has easy access to Bang Kapi, one of the most affluent neighbourhoods in Bangkok, and the main downtown central areas of Bangkok.

Rental options vary from simple but well-appointed apartments to luxury condominiums and houses. Most of the developments are gated with security and have a shared swimming pool. Public transport is efficient and affordable. The city offers a wide range of music, film and theatre; both Thai and Western. Bangkok is normally on the Asian circuit for international touring theatre productions as well as modern and classical musicians. Children are well catered for and there are often playgrounds in restaurants, most shopping malls have soft play areas.

There is a strong emphasis on community engagement at Wellington College Bangkok. The School fosters connections among parents, teachers, and students through various events and initiatives, enhancing the overall experience for staff and their families.

The School has a comprehensive guide to living, working and enjoying life in Bangkok which provides further information and guidance for staff.



Application Process

Interested candidates are invited to contact RSAcademics in the first instance to arrange a confidential discussion with:

- Nina Lambert: ninalambert@rsacademics.com

Closing date: 10:00 (UK) / 16:00 (Thailand) on Monday 6th October 2025 but early applications are encouraged.

Applications should be made electronically to RSAcademics. To submit your application, please upload your documents according to the instructions on the [RSAcademics website](#).

You should submit:

- A completed application form (available to download from www.rsacademics.com).
- A completed data sharing agreement.
- A covering letter addressed to the Master, Mr Chris Nicholls. The letter should be a maximum of two pages and should explain your reasons for applying and outline your suitability for the role.

If you have any questions about uploading your application documents, please contact Laura Cave, Project Coordinator, at applications@rsacademics.com. Laura can also be reached by calling our Head Office on +44 (0) 204 6269 790.

The process is as follows:

- All applications will be acknowledged by email. If you have not received acknowledgement that your application has been received within two working days of sending it, please contact our Head Office by telephone.
- Candidates will be advised whether they have been selected for Longlist interview by 15th October.
- Longlist interviews will take place with the School via Microsoft Teams on 20th and 21st October 2025.
- Shortlist interviews will take place at Wellington College International Bangkok (candidates will be required to attend in person) on the 29th to the 31st October 2025.

The Board reserves the right to make an appointment before the conclusion of the published process and early applications are encouraged.

Founded in 2001 by Russell Speirs, RSAcademics has advised and supported over 700 schools and educational organisations in the UK and worldwide. Through our working partnerships with heads, leadership teams, boards, staff and parents, we specialise in supporting schools in five main areas: strategy, marketing and research; equality, diversity and inclusion; operational improvement; leadership and governance and philanthropy. We enable schools worldwide to thrive, by finding and developing senior leaders, guiding decision makers, making connections and shaping debate. We are known for the calibre and spirit of our people. We exist entirely to serve schools because we believe that the world needs thriving schools. RSAcademics is committed to promoting diversity and inclusion in schools.

Please visit www.rsacademics.com for more information



ACADEMICS

Because the world needs schools to [thrive](#)