



Rugby School

JAPAN

## Finance Manager From April 2025

### BACKGROUND

The Rugby School Group's second international sister school launched in Japan in September 2023. Rugby School Japan is a day and boarding school for 750 students aged 11 to 18, located at Kashiwanoha in Chiba Prefecture, 30 minutes by train from central Tokyo. It offers the full Rugby experience focusing upon the development of the whole person. Pupils follow the Rugby curriculum, leading to IGCSE and A-level studies, and aspire to accessing the world's leading universities.

The Founding Principal of Rugby School Japan ("RSJ") wishes to appoint a dynamic and inspirational **Finance Manager** to commence duties in Japan from April 2025.

### Rugby School

Founded by Royal Charter in 1567 during the reign of Queen Elizabeth I, Rugby is one of the world's most famous boarding schools. Today, it educates 850 students aged 13 to 18 and 360 boys and girls in its Prep school. Described by *Tatler* as 'a school at the top of its game', Rugby's students achieve outstanding GCSE and A-level results within an educational environment where the whole person is the whole point.

The cornerstone of a Rugby education is its focus upon the importance of an all-round education in the tradition of its greatest Head Master, Dr Thomas Arnold (1828-42), who transformed British education in Victorian England and developed the model that many other schools have since adopted. He recognised, as Rugby continues to do today, that education should address the formation of character, going beyond an understanding of learning as simply the acquisition of knowledge. In the words of the current Executive Head Master of the Rugby School Group, Peter Green: "Our goals are to foster academic excellence, to nurture individual talents, and to equip our boys and girls with the tools to maximise their individual learning. Critical thinking, memory skills, goal setting and the use of new technology are blended with reflection, self-awareness and stillness. And through service we aim to form young people who can contribute intelligently and effectively to the welfare of society. In other words, the whole person is the whole point."

Rugby's House structure has been central to its strong sense of community for almost 200 years. Its 15 Houses, led by their Housemasters and Housemistresses, together with a team of Tutors, each have their own unique character and offer a true home away from home.

Throughout its 455-year history, Rugby has produced Prime Ministers of European nations, an Archbishop of Canterbury and a Nobel Peace Prize winner. Rugbeians have contributed to stage and screen, to politics, the arts, philosophy, medicine and public life. They have upheld justice as judges and lawmakers, helped to run governments, schools and universities, founded businesses and won Olympic gold medals. During a game of football at the School

in 1823, Rugby student William Webb Ellis caught the ball and, 'with a fine disregard for the rules...took the ball in his arms and ran with it, thus originating the distinctive feature of the rugby game'. In 2023, Rugby will mark the Bicentenary of the game.

The Rugby School Group is now committed to developing a worldwide family of schools, shaped by Rugby's distinctive educational ethos, offering girls and boys around the world the opportunity to benefit from a Rugby education. In 2017, its 450<sup>th</sup> year, Rugby's first international sister school opened in Thailand on a striking 80-acre campus outside Bangkok and now educates 850 students.

## **THE ROLE**

The Finance Manager reports to the Director of Operations and Executive Director in Finance. The purpose of the role is to work with the Director of Operations, CFO of CEA Group Schools, and the School's Board of Directors to deliver the School's finance matters.

The Finance Manager has responsibility for finance and accounting of the school and must work closely with the School's senior leadership and other general admin team to ensure that finance and accounting operate effectively and efficiently, and to support its academic and pastoral strategic and operational objectives.

Responsibilities include but are not limited to the following.

### **1. Financial Management and Reporting**

- Manage day-to-day accounting operations, including payment processing and expense claim, invoicing and revenue accounting, general ledger maintenance, accounts payable, accounts receivable, and payroll processing.
- Close monthly accounts and prepare accurate monthly reports including a budget tracking sheet.
- Close annual fiscal year accounts and prepare annual financial reports for internal and external stakeholders, including the Board of Directors and CEA Group.
- Oversee cash flow management to ensure sufficient liquidity for operational needs.
- Maintain and improve budgeting processes and ensure adherence to approved budgets.
- Support the Corporate Office in preparing and submitting statutory financial statements and tax filings in compliance with Japanese regulations.

### **2. Internal Controls and Compliance**

- Maintain financial policies and procedures that align with the School's operational goals and compliance requirements.
- Conduct regular audits to identify risks and ensure compliance with internal controls and external regulations.
- Liaise with external auditors, tax advisors, and regulatory bodies as needed.

### **3. Strategic Support**

- Provide financial analysis to support decision-making by the Principal, Director of Operations, and the Board of Directors.
- Assist in evaluating financial risks and opportunities to align with RSJ's long-term strategic goals.
- Contribute to the preparation of business plans, capital expenditure proposals, and forecasts.

### **4. Team Leadership**

- Lead and manage the Finance team, ensuring high standards of performance, accuracy, and professional development.
- Foster a collaborative and supportive team culture that aligns with RSJ's values and mission.

## THE PERSON

The successful candidate will have a strong background in accounting and financial management, with a proven ability to lead and collaborate within a dynamic environment.

### 1. Experience and Qualifications

- A bachelor's degree in Accounting, Finance, or a related field (CPA, ACA, or equivalent is desirable).
- A minimum of 5 years of relevant experience in accounting or financial management, preferably within an international or educational organization.
- Familiarity with Japanese accounting standards and tax regulations.
- Proficiency in financial software and advanced Excel skills.

### 2. Key Competencies

- Strong analytical and problem-solving skills, with the ability to present financial data clearly and concisely.
- Excellent interpersonal and communication skills, capable of working effectively with diverse teams.
- Attention to detail and a commitment to maintaining high standards of accuracy.
- Proactive and adaptable, with the ability to manage competing priorities in a fast-paced environment.
- Cultural awareness and sensitivity, with an understanding of working in an international setting.

## HOW TO APPLY

### Application Process and closing date for applications

Applications should be made through the TES portal.

The closing date for applications is **Friday 28th February** at 18:00 JST (early applications are encouraged); RSJ reserves the right to make an appointment at any stage of the recruitment process.

Interviews will take place at the RSJ campus, or online.

### Qualifications, Identification, Health and Background Checks

Please note that candidates may be required to bring documentation to interview providing proof of identity and qualifications. They may also be required, within the final appointment process, to undergo a health check and relevant background checks as part of the School's recruitment and safeguarding procedures.

### Child Protection

Rugby School Japan is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Applicants will be required to undergo child protection screening appropriate to the post, including checks with past employers.. In addition, all successful candidates will be vetted in accordance with COBIS, NMBS and KCSiE requirements.

The RSJ Safeguarding Policy can be found at

<https://rugbyschooljapan.ed.jp/school-policies/>

The Rugby School Group Safeguarding Policy can be found at

<https://www.rugbyschool.co.uk/wp-content/uploads/2022/03/RSG-Safeguarding-and-Child-Protection-Policy-MASTE R-updated-March-22.pdf>