



FUKUOKA INTERNATIONAL SCHOOL

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Revised: November 2024

Job Title: Business Manager

Reports to: Head of School

Introduction:

The Business Manager at Fukuoka International School (FIS) plays a critical leadership role, embodying and promoting the school's mission and values. This role requires upholding the highest professional standards and fostering positive relationships between FIS and Fukuoka International Community School (FICS).

Duties and Responsibilities

Financial Management

- Serve as the chief internal accountant and financial officer, reporting directly to the Head of School.
- Oversee FIS's financial operations, ensuring compliance with established policies, systems, and procedures to support the school's sustainability.
- Manage payroll and guide the annual budgeting process, including the preparation of five-year financial projections aligned with strategic goals.
- Ensure accurate financial reporting and maintain organized accounting records.
- Provide monthly financial reports, including budget variance, cash flow, income, and expenditures, for internal review and the Board of Directors.
- Lead the preparation of documentation for annual audits in collaboration with external accountants and ensure compliance with non-profit organization requirements.
- Support the Head of School on financial assignments and regularly review financial policies to enhance management efficiency.
- Collaborate with the Head of School and Board to review and manage the school's investment policies.

Legal Affairs

- Oversee the school's legal functions in consultation with legal advisors, ensuring compliance with Japanese regulations.
- Supervise the Deputy Business Manager's responsibilities regarding legal compliance for school governance, the Board of Directors, and other relevant areas.
- Acts as the school's representative, under the Head of School's direction, in all legal



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matters involving the school's legal counsel.

Government Affairs and External Relations

- Direct the preparation of reports, grant applications, and questionnaires for the U.S., Japanese national, and local governments.
- Build relationships with local government, law enforcement, and other stakeholders to support school operations.
- Actively participate as a member of the JCIS Business Managers group.

Board Responsibilities

- Work with the Chairperson of the Board, Managing Director, and Head of School as a non-voting member of the Board Leadership Committee.
- Assist to prepare materials for board meetings, ensuring documentation is in English and Japanese.
- Encourage Board member attendance at meetings.
- Present the agenda and relevant materials during Board meetings.

Personnel Management and Human Resources

- Foster a shared understanding within the business office team of FIS's vision and their essential role in supporting it.
- Oversee daily operations, security, and support staff through the Deputy Business Manager.
- Conducted evaluations of the business office, security, and support staff in collaboration with the Head of School.
- Manage contracts for FIS and FICS in partnership with the Head of Finance and HR.
- Support the Head of School in hiring business office staff, coordinating onboarding and settling-in processes, including housing and banking assistance for new hires.
- Conduct annual Professional Growth Model (PGM) evaluations with the Head of the School.

Facility Management and Planning

- Supervise school security and implement a preventive maintenance plan covering all facilities over five years.
- Develop a capital replacement schedule for significant assets and guide the Head of School on insurance and fire prevention strategies.



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FIS and FICS Customer Service

- Oversee the FICS Head of Customer Services, ensuring effective customer service management and feedback communication.

Additional Responsibilities

- The Head of School may assign additional responsibilities to the Business Manager in accordance with School Board policies.

Safeguarding and Child Protection

- All FIS Staff, including the Business Manager, is responsible for promoting and safeguarding the welfare of all children and young people in their care. Adherence to the school's Safeguarding and Child Protection Policy is mandatory. Should the Business Manager have concerns about a child's safety, they must report it to the Safeguarding Lead, Deputy Safeguarding Lead, or Head of School to initiate the appropriate referrals to external agencies.