



WELLINGTON  
COLLEGE  
INTERNATIONAL  
PUNE

<b>JOB TITLE</b>	Head of Finance	<b>DEPARTMENT</b>	Non-Academic
<b>REPORTS TO</b>	Bursar		

WCI Pune is the eighth school in the Wellington College International family and the first of several planned for India. It benefits from a strong partnership and collaboration with Wellington College UK and Wellington College schools in China and Thailand. WCI Pune is a coeducational day school, intended for 800 pupils between the ages of 2-18. The school is established on a campus designed by MICA, an award-winning and leading British architectural firm, and will take boarding pupils from August 2025. The School opened in September 2023 and follows the Early Years Foundation Stage framework and the English National Curriculum, for which Wellington College is regarded as one of the leading schools in the UK. Nestled at the banks of the Mula-Mutha river in Pune at Wagholi, Wellington College enjoys a lush, serene, and inspiring campus. It also has proximity to the Pune airport, prominent hospitality, residential and retail developments.

Head of Finance is a key member of the school, bears the overall responsibility of the Finance Department for the proper maintenance of the school's accounting records, the preparation of all students' accounts and for ensuring their prompt settlement. He/she will be responsible for the preparation, filing of financial statements and for all tax filings and statutory compliance. The finance department works under the general direction of the Bursar.

**Main Task and Responsibilities:**

**Key Responsibilities**

- Monthly reporting of business payables, fixed costs and cost centres, tracking overall collection and expenditure. In-depth knowledge of Business Finance, accounting principles & P&L management.
- Overseeing the processing of invoices, sending invoices and receipts to students, crosschecking invoices with receipts, processing refunds and tracking and reporting of overdue payments. Be responsible for collections of fee and other charges and to keep a proper record.
- Monitor income and expenditure in relation to the school's budget, and produce monthly reports for the Master and the relevant school committees. Exceptional data analysis & forecasting skills with hands on experience in advance excel
- Ensure to keep all school accounts, prepare income and expenditure reports in accordance with the



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school policies and generally accepted accounting principles for submission to the auditors. liaising for statutory audits.

- Be responsible for the completion of the school's statutory payments and returns to submitted within required deadlines. Ensuring staff salaries credits within the stipulated timelines.
- Oversee all bank accounts including the school's debit card/s, completing monthly reconciliations and reporting banking errors to her/his Reporting Authority.
- Ensure the preparation of accurate GST workings and payment as applicable so that GST returns are timely submitted.
- Be responsible for all elements of payment to vendors, banking and school trips. Scrutinise and attend to the payment of all invoices and statements of account in accordance with the school policies.
- Coordinate and maintain a list of approved contractors and suppliers to ensure best value.

### Person Specification

#### Essential Experience / Qualifications Required

- Chartered Accountant (CA) with 8-10 years of experience.
- Entrepreneur mind-set and confident to work in a multicultural environment with an International Management Team with analytical and result oriented, excellent written and oral communication skill

#### Skills and Personal Qualities

- The role demands a multitasker who can effortlessly liaise with all the other teams, efficiently manage the roles and duties within the team, and finally get the job done well in time.
- Sources and listens to all points of view and respects differing opinions when developing solutions. Should be very organized, process driven and a team player.

#### Essential Values, Behaviours and Attitudes:

- Embody the five core values of Wellington College at all times (courage, integrity, kindness, respect and responsibility).
- Personal integrity, accountability and credibility.
- Strong mind-set for continuous improvement to meet or exceed expectations.
- Time management and ability to multi-task and prioritize, ability to work under pressure.
- Discrete and sensitive to confidentiality.
- Responsible, self-motivated, detailed-minded, professional, organized, independent and mature.
- Good team player as well as good team leader.