



WELLINGTON  
COLLEGE  
INTERNATIONAL  
PUNE

|                   |  |                   |              |
|-------------------|--|-------------------|--------------|
| <b>JOB TITLE</b>  | Finance Officer                                    | <b>DEPARTMENT</b> | Non-Academic |
| <b>REPORTS TO</b> | Bursar. Also reporting to Master, CEO and Chairman |                   |              |

Wellington College International Pune (WCI Pune) formally opened in September 2023. Situated in a prime location in the city of Pune, with excellent transportation links, we provide an innovative learning environment for a first-class educational experience for pupils aged 2-18. Our world-class facilities allow us to offer the very highest academic and pastoral standards, in tandem with outstanding sporting and cultural opportunities. We follow an inspiring curriculum for Early Years and Juniors and employ the English National Curriculum for Years 7 to 9. From August 2024 we introduced the IGCSE curriculum for our Year 10 pupils and we offer the IBDP for our new Year 12 programme from August 2025.

A Finance Officer is a senior leadership role responsible for overseeing all financial activities within an organization, including financial planning, strategy, and management. He/ she to ensure the company's financial health, guide strategic financial decisions, and lead the finance team. The role often involves budgeting, forecasting, risk management, and ensuring compliance with financial regulations.

**Main Task and Key Responsibilities:**

**Strategic Finance & Leadership**

- Lead the school's overall financial strategy, planning, and operations to ensure long-term sustainability and growth.
- Provide accurate and timely financial insights to the Master, Board of Governors, and senior leadership team for decision-making.
- Contribute to strategic planning, risk management, and policy development.
- To ensure that the current ERP (One Hash) is being implemented and executed.

**Financial Management & Reporting**

- Prepare and present financial statements including Balance Sheet, Profit & Loss accounts, and Cash Flow statements.
- Develop budgets and forecasts in collaboration with leadership and department heads.
- Monitor financial performance, variances, and implement corrective actions as needed.
- Ensure strong internal controls and adherence to best practices in financial governance.
- Project related costing and reporting, besides operational revenue and expenses.
- Ensure fixed asset register and reporting including capital work in progress is in alignment.

**Compliance & Regulatory**



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- Ensure compliance with all statutory and regulatory requirements, including income tax, GST, corporate filings, and education-sector-specific regulations.
- Manage expatriate staff payroll and taxation, ensuring compliance with international taxation norms and double-taxation treaties where applicable.
- Oversee audits (statutory, internal, and external) and liaise with auditors, consultants, and government authorities.

**Admissions & Fees Management**

- Oversee all finance-related aspects of the admissions process, including fee structures, invoicing, collections, and refunds.
- Implement transparent and parent-friendly financial processes aligned with the school's ethos.
- Monitor fee receivables and manage collection processes to ensure healthy cash flow.

**Expatriate Financial Management**

- Manage tax equalization, relocation allowances, and compliance with home/host country obligations.
- Act as a key resource for expatriates to navigate financial, taxation, and compliance matters.

**Team & Operational Oversight**

- Lead and mentor the finance team to ensure efficiency, accuracy, and accountability.
- Oversee procurement, vendor management, contracts, and resource allocation.
- Ensure transparent communication with parents, staff, and external stakeholders on financial matters.

**Person Specification**

**Must-Have Qualifications & Experience**

- Chartered Accountant (CA) or equivalent professional qualification.
- Minimum 8 years of progressive financial leadership experience, with at least 3 years in the education sector or international schools.
- Knowledge of statutory requirements in all matters concerning school finances, including GST, PF Act, taxation etc.
- Proven knowledge of expatriate taxation, payroll, and compliance.
- Strong track record in preparing and analysing Balance Sheets, P&L, budgets, project report preparation and financial forecasts.
- Demonstrated ability to ensure compliance with statutory requirements and liaise with auditors/regulatory authorities.
- Excellent interpersonal skills with cultural sensitivity, particularly when working with expatriates and diverse communities.

**Desirable Skills & Attributes**

- Prior experience in an international or IB/IGCSE school environment.
- Familiarity with ERP/finance systems in education (e.g., Tally, SAP, Oracle, or school-specific MIS).



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- Excellent Microsoft excel skills.
- Strong commercial acumen with ability to balance educational values with financial sustainability.
- Strategic thinker, problem solver, and collaborative leader.
- Integrity, transparency, and a commitment to the ethos and values of international education.