



WELLINGTON
COLLEGE
INTERNATIONAL
PUNE

JOB TITLE	Junior Executive – Finance & Accounts	DEPARTMENT	Non-Academic
REPORTS TO	Head of Finance & Accounts		

Wellington College International Pune (WCI Pune) is the eighth in the Wellington College International family and the first of several planned for India. Allied to the Unison Group, one of India's leading educational providers and renowned for quality and academic rigour, WCI Pune benefits from a strong partnership and collaboration with Wellington College UK and Wellington College schools in China and Thailand. This core partnership with Wellington College UK is pivotal for every school and WCI Pune embraces this authentic relationship, leveraging upon the outstanding quality of education exhibited across the network of schools. Ultimately, we will prepare our pupils through the robust and rigorous platforms of the IGCSE and IBDP programmes, to access the highest grades and entry to leading global universities (including top institutions in the US and the UK).

Although initially a day school, WCI Pune is a coeducational day and boarding school for 800 pupils between the ages of 2-18. In the first phase of development, the School opened in September 2023, at the outset for Pre-Nursery (age 2) to Year 9 (age 13) in the Senior School. We follow the Early Years Foundation Stage Framework and the English National Curriculum. In 2024 we aim to introduce IGCSE and in 2025 the IB Diploma for which Wellington College UK is amongst the leading academic schools globally.

Nestled at the banks of the Mula-Mutha river in Pune at Kharadi (Wagholi), WCI Pune enjoys a lush, serene, and inspiring 10-acre campus designed by MICA, an award-winning and leading British architectural firm. The School has outstanding facilities, in all facets of learning & teaching, sports, music and performing arts. It also has proximity to Pune International Airport, prominent hospitality, residential and retail developments.

Main Task and Responsibilities:

Key Responsibilities

- Performing basic office tasks, including answering phones, responding to emails, processing mail, filing, etc.
- Maintaining a database, ensuring that records are complete and current.
- Recording information, processing, and filing forms.
- Working on Tally.
- Preparing cheques, deposits, budgets, and financial reports.
- Updating ledgers, researching, and resolving discrepancies.
- Maintain orderly financial filing system.
- Track deposits made to bank and handle deposit transfers.
- Responding appropriately to the vendor, client, and internal requests.
- Ensuring Accounting Department runs smoothly and efficiently.



WELLINGTON
COLLEGE
INTERNATIONAL
PUNE

Person Specification

Essential Experience / Qualifications Required

- Graduate with 2-3 yrs of experience
- Good written and oral communication skill
- Knowledge of working on tally is a must

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.