



Harrow International School Bengaluru

JOB TITLE	Financial Controller
REPORTS TO	Founding Head Master
WORKING HOURS	Full Time
ISSUE/REVISION DATE	December 2024

BACKGROUND

Harrow International School, Bengaluru is the first of a series of Harrow Schools to open across India, in a collaboration between Harrow School, UK and Amity Education Group, a not-for-profit education foundation based in New Delhi, India. A co-educational boarding and day school, Harrow Bengaluru opened in 2023, in the first phase of development, as a combined Middle and Senior School (Years 7 – 13) catering for pupils aged 11 to 18 years. In August 2025 a primary school will open allowing the school to provide for students from Kindergarten to Grade 12.

The school blends the Harrow Values of Courage, Honour, Humility and Fellowship with the vibrancy of modern India, offering an exceptional educational experience characterised by world-class academic and extra-curricular opportunities. This, then, is a unique opportunity to play a role in the development of this new partnership and a new geography for the Harrow Family of Schools, with the support, resource, and experience of two leading educational brands.

Harrow Bengaluru is located in Devanhilli, a new part of the city in the northern corridor, close to Bengaluru International Airport. It offers students from Bengaluru, the region and throughout India, the opportunity to experience a British-style curriculum, learning approach and environment, combining academic excellence with a wide range of extra-curricular activities within a superbly equipped, large modern campus.

Students broadly follow the National Curriculum for England, leading to IGCSE in Year 11 and A Levels or the IB Diploma in Years 12 and 13. As at Harrow in the UK, the extra-curricular programme forms an integral part of a Harrow Bengaluru education with community links, sports, creativity, and service all playing their part. Boarding is also be a defining characteristic of the school; spacious, well equipped boarding houses ensure a strong community aspect to the boarding programme. The vibrant House system extends to day students as well and lies at the heart of a comprehensive pastoral care framework, which supports the character development, well-being, and resilience of students at Harrow Bengaluru.

Bengaluru itself is a cosmopolitan, progressive, and well-developed city with a modern metro system and a lively dining and shopping scene. Known as “The Silicon Valley of India”, on account of a high concentration of IT companies and a Californian style climate of pleasant summers and mild winters. Bengaluru lies at an altitude of 945m above sea level, at the centre of Southern India’s road and rail network, making it an ideal starting point for exploration around the country.

KEY RESPONSIBILITIES AND DUTIES

The Financing Coordinator is a key member of the School Extended Leadership Team. The incumbent will have a joint responsibility for all financial aspects of Harrow Bengaluru, working closely with the Head Master and the Director of Operations and Administration. They will hence ensure the highest standards are achieved across the finance function, as well as being engaged with every aspect of school life.

In particular, they will oversee all financial aspects of the school, from budgetary planning and control, to oversight of purchasing arrangements, to planning of major ongoing projects. They will hence play a key role in ensuring a globally-minded, vibrant and thriving school, driving forward a high quality educational programme in a safe, positive and healthy campus.

STRATEGY AND DIRECTION

- Work with the Founding Head Master and other members of the Extended Leadership Team to provide strategic leadership to shape a world leading school.
- Deliver and actively promote an environment and school culture that is consistent with the ethos and expectations of Harrow School and Harrow International Schools.
- Contribute to the development of the overall Harrow vision and values and ensure that students, staff, and parents all understand and subscribe to the vision and values.
- Work closely within the Senior Leadership Team to ensure effective implementation of the school's strategic and development planning.
- Lead and manage non-teaching staff from across the finance department.
- Work with the Head of Operations and the Head Master to oversee continuing capital projects, as the school moves into Phase 2 of development.

FINANCIAL MANAGEMENT

- Operational leadership of the school's finance functions, including but not limited to payroll, accounts, book-keeping, budget setting, expenditure oversight and procurement
- Responsibility for all finance-related legal, banking, audit and tax matters
- Responsibility for all matters relating to fee administration
- Negotiation of contracts as required with third-party providers, vendors, etc.
- Termly presentation of the school's management accounts to the Senior Leadership Team and Governors.
- Preparation of reports as required for the School's Governing Body and its committees
- Development and maintenance of finance systems that will enhance the efficient running and effective oversight of the school's finances.
- Oversight of all aspects of revenue collection and expenditure approval across the School, ensuring that systems are robust and are applied effectively in practice.
- In consultation with the Head Master, devise a complete budgetary plan to cover all departments within the School.
- Monitor budgetary performance across each department ensuring variances are controlled and managed.
- Establish and maintain appropriate procedures for payments across the School.
- Oversee the negotiation and operation of contracts with external providers, including those for outsourced services.
- Develop and monitor revenue and cost projections, taking into account the growth of student numbers and associated costs.
- Ensure that learning is at the centre of all decisions related to planning and resourcing.
- Engage fully in regular meetings of the Extended Leadership Team.

SUPPORT FACILITY MANAGEMENT

- Advise the Head Master on employment matters, including recruitment and disciplinary procedures.
- Ensure that the school is compliant with all relevant financial legislation and partner requirements.
- Remain abreast of new guidance and regulations where it relates to financial matters, ensuring that the School responds appropriately.
- Working with the Director of Operations to ensure the efficient and cost-effective running of the school's operational functions
- Responsibility for ensuring that all school policies relating to finance are correctly maintained, updated and made available as required.

COMMUNICATION AND PR

- Establish strong relations with parents and all other visitors to the school through active engagement.
- Prepare and issue regular and appropriate communications relating to financial matters to all stakeholders, including staff and parents.
- Ensure that the school's finance portal provides up to date and accurate information to parents.
- Support and attend all major school events.
- Take part in a range of events for prospective parents to support the effective marketing of the school.
- Work to maintain effective partnerships with the community, promoting and representing the school at local, national, and international level.
- Ensure effective internal communication channels throughout the school.
- Preparation of compliance reports as required by the school's regulatory bodies (state, federal, ISI / BSO, HISL)
- Any other task as reasonably requested by the post-holder's line managers.

SAFEGUARDING

- Take seriously the responsibility to safeguard and promote the welfare of children, and work together with others to ensure adequate arrangements are in place within the Senior School help to identify, assess, and support children who are at risk of harm.
- Ensure the ongoing Health & Security for all stakeholders.

STAKEHOLDER MANAGEMENT

- Lead by example and set high and realistic expectations in all professional matters, ensuring that all staff and students observe matters such as dress, behaviour, punctuality, attendance, and mutual support.

PERSON SPECIFICATION – HEAD OF FINANCE

All HISL members of staff are expected to conduct themselves in line with the values of Harrow School which are: **Courage, Honour, Humility** and **Fellowship**. While the School's values set out what matters most, the behaviours below are intended as a shared set of expectations to refer to, and standards to aspire to, in our dealings with others. They are the practical application of Harrow School's values.

COURAGE

- We remain optimistic and purposeful in a disrupted world.
- We take responsibility for our decisions, even the hard ones.
- We always challenge poor behaviour in ourselves and others.
- We are open to new ideas and seek fresh challenges.

HONOUR

- We keep our promises.
- We act with integrity – doing the right thing, even when it is difficult or when no one is watching.
- We respect and value our traditions whilst setting them in the context of today.

HUMILITY

- We work hard to serve others within the School and across our wider communities where possible putting their interests before our own.
- We give and seek honest and appropriate feedback, reflect on our failures and learn from them.
- We support each other through challenges and whatever the outcome, we celebrate those that took part.

FELLOWSHIP

- We respect each other and value our differences, knowing that we are more effective and more resilient working together.
- We are kind and inclusive; we value the contribution that each of us makes.
- We role model the behaviours that we would like to see in others; we ask only of others what we would be prepared to do ourselves.

Alongside the behaviours set out above, post holders/candidates will be expected to demonstrate the following:

QUALIFICATIONS, EDUCATION AND TRAINING

ESSENTIAL

- A bachelor degree from a well respected university
- Evidence of relevant and challenging continuing professional development.

DESIRABLE

- A postgraduate qualification in a finance related area.

KNOWLEDGE AND EXPERIENCE

ESSENTIAL

- At least 4 years experience in a similar position, ideally in a highly-regarded school.
- Experience in managing performance of staff at all levels.
- Experience in highly effective relationship management with a variety of stakeholders.

DESIRABLE

- Experience within an Indian educational context.
- Experience or clear understanding of Secondary School leadership in an international school environment.
- Knowledge of international accreditation, inspection, and evaluation frameworks.

SKILLS, ABILITIES AND ATTRIBUTES

ESSENTIAL

- The ability and willingness to inspire others, lead by example and role model the school's vision statement.
- Be a role model for the Harrow Staff Code of Conduct.
- Be flexible and capable of managing change and instilling high standards.
- Be highly motivated, ambitious, collaborative and willing to take the initiative.
- High levels of honesty and integrity.
- Demonstrate empathy, humility and genuine care about staff and students, taking time to support, guide and motivate them.
- An ability to think strategically and drive improvements in all areas of a school.
- Flexibility and the ability to manage change.
- Excellent organisational, communication and interpersonal skills.
- Demonstrate strategic leadership and the ability to lead and manage a team to deliver the school development plan effectively.

OTHER NOTES

Harrow International Schools are committed to the safety and protection of children. All employees are expected to comply with our School Child Protection and Safeguarding Policy.

Education is an ever-changing service, and all staff are expected to participate constructively in school activities and to adopt a flexible approach to their work. Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. The post holder will be expected to comply with any reasonable request from the line manager to undertake work of a similar level that is not specified in this job description. This job description may be amended at any time following discussion between the line manager and member of staff, and will be reviewed annually during the appraisal process, and will be varied in the light of the business needs of the school.