

## Job Description of Head of Finance, Commercial & Accounts

### POSITION OVERVIEW

The Head of Finance, Commercial & Accounts of Dhirubhai Ambani International School is a key leadership role responsible for overseeing and managing all financial and commercial activities of the school. This position plays a critical role in ensuring the school's financial stability, growth, and compliance with financial regulations and best practices. The Head of Finance, Commercial & Accounts works closely with the school management, administrators, and the Dean and CEO, Governing Council of the school to provide strategic financial guidance and drive the overall financial success of the institution.

### Key Responsibilities:

#### 1. Financial Planning and Analysis:

- Develop and implement financial strategies, budgets, and forecasts in alignment with the school's objectives and support the stated Mission, Vision of the school.
- Conduct financial analysis and provide regular reports to the school management and The Governing Council of the School, highlighting key financial metrics and performance indicators.
- Identify areas for financial improvement and cost optimization while ensuring financial sustainability.

#### 2. Financial Reporting and Compliance:

- Prepare and present accurate and timely financial statements, including income & expenditure statements, balance sheets, and cash flow statements.
- Ensure compliance with relevant financial regulations, laws, and accounting standards.
- Coordinate with Internal and External auditors for annual audits and ensure the completion of audit requirements.
- Ensuring that all school policies and procedures pertaining to Finance, Commercial & Accounts is implemented by all concerned across all departments of the school.

#### 3. Commercial Operations:

- Oversee the school's commercial activities, including fee structures, revenue streams, and financial contracts with vendors and service providers.
- Evaluate and negotiate financial agreements with suppliers and other commercial partners to ensure favourable terms and cost-effectiveness.

#### 4. Treasury and Cash Management:

- Manage the school's cash flow and liquidity to meet financial obligations and maximize investment opportunities.
- Implement efficient cash management strategies to optimize working capital.

#### 5. Budgeting and Cost Control:

- Develop annual budgets in collaboration with relevant departments and stakeholders.
- Monitor budget performance regularly and provide guidance to department heads on budgetary control measures.

**6. Risk Management:**

- Identify and mitigate financial risks through appropriate risk management strategies and policies.
- Ensure compliance with internal control procedures to safeguard the school's assets and prevent fraud.

**7. Staff Management:**

- Lead and manage the finance and accounts team, ensuring they have the necessary resources and support to fulfil their roles effectively.
- Provide training and development opportunities for the team to enhance their skills and knowledge.

**8. Strategic Financial Planning:**

- Collaborate with the school's leadership team to develop long-term financial plans that support the institution's growth and expansion objectives.

**9. Skills Set defined for this position:**

- Significant experience in financial management, accounting, and commercial operations, preferably in an educational institution or related industry.
- Proven track record of successfully managing financial operations and implementing financial strategies.
- Strong knowledge of financial regulations, accounting principles, and best practices.
- Excellent leadership, communication, and interpersonal skills.
- Analytical and problem-solving abilities with attention to detail.
- Ability to work effectively with diverse stakeholders and collaborate across departments.
- High level of integrity and ethical standards in financial decision-making.