

# Mahindra International School

## Job Description



**Updated** : April 2026  
**Job Title** : Chief Financial Officer (CFO)  
**Reports to** : Director of School

### About the School

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We are a leading international school with a vibrant, multicultural community of students, educators, and families. Guided by an inquiry-driven curriculum and a commitment to holistic development, we prepare students to thrive as globally conscious citizens. Our school upholds the highest standards of academic excellence, ethical governance, and institutional integrity.

### Role Overview

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The Chief Financial Officer (CFO) is a leadership role responsible for the overall financial health, strategic planning, and operational stewardship of the school. Reporting directly to the Director, the CFO works collaboratively with the senior leadership team to ensure that resources are allocated effectively in support of the school's educational mission. The CFO also serves as a key advisor to the Board of Governors on matters of fiscal strategy and institutional sustainability.

### Key Responsibilities

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#### Financial Strategy & Planning

- Lead the development and execution of the school's multi-year financial strategy in alignment with institutional goals.
- Oversee the preparation and management of the annual operating and capital budgets.
- Provide data-driven financial analysis and scenario modelling to support strategic decision-making.
- Advise the Director and Board on long-term financial sustainability, investment priorities, and risk.

#### Financial Operations & Reporting

- Ensure timely and accurate preparation of all financial statements, management accounts, and regulatory reports.
- Maintain robust internal controls and financial policies in compliance with applicable laws and accounting standards.
- Manage relationships with external auditors, banks, tax advisors, and regulatory bodies.
- Oversee accounts payable/receivable, treasury, and procurement functions.

#### Fees, Tuition & Revenue Management

- Develop and review the school's fee structure and enrolment-linked financial projections.
- Oversee student billing, fee collection, financial aid, and scholarship disbursements.
- Identify and develop alternative revenue streams and partnership opportunities.



## Governance & Compliance

- Present financial reports and recommendations to the Board of Governors and Finance Committee.
- Ensure full compliance with local statutory, tax, and educational regulatory requirements.
- Maintain and update the school's risk register and lead the financial risk management framework.

## Facilities, Operations & Projects

- Oversee capital projects, facilities planning, and major procurement in coordination with operations leadership.
- Manage vendor contracts and service level agreements to ensure value and quality.
- Support sustainability and infrastructure investment planning.

## Team Leadership

- Lead, mentor, and develop the finance team, fostering a culture of accuracy, accountability, and service.
- Promote cross-departmental collaboration to embed financial awareness across the school community.
- Champion digital transformation and continuous improvement in financial systems and processes.

## Qualifications & Experience

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### Essential

- A university graduate with professional and internationally recognized qualifications preferably a CA, Post-graduate or Professional qualification in finance.
- Minimum 10 years of progressive financial leadership experience, with at least 3 years in a CFO or senior finance role.
- Proven track record in budget management, financial reporting, and strategic planning.
- Strong understanding of governance frameworks, internal controls, and compliance requirements.
- Experience managing and developing finance teams.

### Preferred

- Experience working in an international school, higher education, or non-profit environment.
- Familiarity with school ERP systems.
- Exposure to multi-currency operations and cross-border financial management.
- Understanding of India's statutory, GST, and education sector regulatory landscape.

## Core Competencies

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- Strategic thinking with strong commercial acumen
- Exceptional integrity, transparency, and ethical judgment
- Clear and confident communicator — able to translate financial data for non-finance audiences
- Collaborative leadership style with the ability to influence at all levels
- Detail-oriented and systems-driven, with comfort in ambiguity and complexity
- Culturally sensitive and aligned with the values of an international school community



## How to Apply

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Interested candidates are invited to submit the following to the HR Department:

- A cover letter (no more than two pages) addressing your suitability for the role
- A current CV / resume
- Names and contact details of two professional referees

Applications should be sent to: [hr@misp.org](mailto:hr@misp.org)

We are an equal opportunity employer and welcome applications from candidates of all backgrounds. Only shortlisted candidates will be contacted.

**Safeguarding Statement:** In accordance with the school's commitment to adhere to the International Task force on Child Protection and all other relevant guidance and legislation in respect of safeguarding children, the Head of Technology will be required to demonstrate commitment to promoting and safeguarding the welfare of children and young people in the school.

Join us in our mission to provide a technologically advanced and digitally secure learning environment for our students and staff. Apply now to be part of our innovative team at Mahindra International School.



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