



Job Title: Vice President, Finance & Accounts
Location: IKP Knowledge Park, Genome Valley
Reporting to: Chief Executive Officer
Department: Finance & Accounts

About IKP Knowledge Park

IKP Knowledge Park (IKP) is a leading science park and incubator dedicated to advancing cutting-edge R&D in India. We have a pioneering legacy of more than two decades of nucleating and nurturing life sciences and engineering innovation. We focus on sectors like biotech, health tech, and agri-tech, helping innovators move from the lab to the real world. By partnering with government, industry, non-profits, academia and investors, we create a supportive environment for startups and SMEs to thrive and grow. Our work is centred at our 200-acre park in Genome Valley Hyderabad and our Bengaluru maker space (IKP EDEN at Koramangala, Bengaluru), reaching across India and the world through various innovation programs and services. We are at the cusp of next phase of growth which is founded in our belief that science and technology are key to shaping a better tomorrow through deep & expansive societal impact.

Job Summary

To lead the Finance & Accounts function of the organization by overseeing financial planning, fund management, compliance, audits, risk management, revenue and lease transactions, while ensuring accurate and timely reporting in line with statutory requirements and corporate governance standards.

Responsible for directing the financial functions of the company in accordance with established internal financial controls. Collaborate with divisional heads for forecasting budgets, revenues, and expenses, and contribute to the formulation of commercial, financial, and investment policies and strategies that support the company's overall growth and operational objectives.

Key Responsibilities

1. Financial Planning & Fund Management:

Lead long-term and short-term financial planning in alignment with the organization's strategic goals. Regularly monitor fund inflows and outflows to ensure appropriate allocation of resources toward operating expenses, employee benefit obligations, upkeep and maintenance of infrastructure facilities, and capital expenditure items. Systematically invest the surplus in fixed deposits (FDs) to optimize returns. Maintain strong relationships with banks, investors, and financial institutions.

2. Finance & Accounts Operations:

Supervise and manage all functions related to accounting, financial reporting, controls, and investments. Ensure timely and accurate book closure on a monthly, quarterly, and annual basis. Implement and monitor financial systems, investment tracking mechanisms, and processes to enhance operational efficiency and ensure prudent fund utilization.



3. Legal, Secretarial & Board-related Compliance:

Handle corporate legal matters in consultation with internal and external counsel. Ensure compliance with secretarial norms, Companies Act provisions, and board-level governance. Prepare and present financial documents for board meetings and other stakeholder reviews.

4. Budgeting, Reporting & Analysis:

Oversee the preparation of annual budgets and conduct variance analysis against actuals. Monitor financial KPIs and provide insights to management for decision-making. Prepare and present interim and year-end financial results in coordination with internal teams and auditors.

5. Audit & Statutory Compliance:

Lead and coordinate Internal Audit, Statutory Audit, Tax Audit, and GST Audit processes. Ensure timely filing of statutory returns including Income Tax, GST, TDS, EPF, ESI etc. Respond to and address show cause notices and represent the organization before tax and regulatory authorities. Ensure accurate and timely presentation of financial statements and all statutory deliverables.

6. Risk Management:

Identify financial and operational risks and implement appropriate mitigation measures. Establish internal controls and compliance frameworks to safeguard company assets. Collaborate with other departments to assess risk implications in key business decisions.

7. Revenue and Lease Transactions:

Oversee and ensure accuracy and compliance in revenue-related activities and lease transactions. Manage Land Lease Transactions, including execution and transfer of lease rights. Supervise Lab Lease Transactions ensuring proper documentation, invoicing, and revenue recognition. Handle Tripartite Lease Transactions involving third parties, ensuring alignment with contractual and financial obligations.

8. Policy & SOP Governance:

Regularly update organizational policies including Accounting, Fixed Assets, Procurement, Travel, and HR policies, ensuring alignment with applicable regulations and internal controls. Periodically review and update Standard Operating Procedures (SOPs) to ensure process consistency, compliance, and operational efficiency.

Qualifications & Experience

- Chartered Accountant (CA) or an equivalent finance qualification; an MBA in Finance is desirable.
- 20 years of experience in financial leadership roles, preferably in a corporate or manufacturing environment.
- Strong knowledge of accounting standards, tax laws, lease accounting, and corporate governance.



- Experience in managing cross-functional teams and working closely with senior leadership and board members.
- Excellent communication and presentation skills. In-depth knowledge of legal, tax, lease, and regulatory compliance. High degree of integrity and attention to detail.
- We seek a candidate with high integrity, transparency, and accountability.

To Apply:

Please send your CV and a Statement of Purpose (SOP) by 03rd February 5pm IST to raghavendrap@ikpknowledgepark.com by mentioning the position applied for in the subject line.

Applications without an SOP will not be considered for the position.

Please note that the position may be closed once a suitable candidate is identified, and we may not necessarily wait until the completion of the stated timeline.