



Job Title: Senior Executive, Finance & Accounts

Location: IKP Knowledge Park, Hyderabad

Division: Finance & Accounts

Reporting to: Vice President, F&A

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. More at <<https://ikpknowledgepark.com/>>

The Role

The Senior Executive, Finance & Accounts will be responsible for managing day-to-day accounting and finance operations, including payment processing, bank and ledger reconciliations, treasury activities, and employee salary disbursements. The role also involves ensuring timely statutory payments, preparing financial reports and audit schedules, supporting internal and external audits, and maintaining accurate financial records in compliance with applicable requirements and organisational procedures.

Key Responsibilities

- Manage day-to-day accounting and finance operations, ensuring accuracy and timely completion of transactions.
- Handle payment processing, vendor payments, and accounting entries.
- Perform bank, cash, vendor, and general ledger (GL) reconciliations and resolve discrepancies.
- Support monthly salary disbursement and other payroll-related payments.
- Process statutory payments, including PF, ESIC, Professional Tax (PT), TDS, Advance Tax, and GST, within the prescribed timelines.
- Monitor bank balances, manage fund availability, and coordinate timely payments to employees and vendors.
- Undertake day-to-day treasury operations, including cash flow monitoring and fund management.
- Prepare daily and monthly financial reports, reconciliations, and audit schedules.
- Support internal and external audits by providing necessary records, documentation, and clarifications.
- Ensure all finance and accounting activities are completed accurately and within the defined turnaround times (TAT).

**Qualifications & Experience:**

- M.Com or B.Com in Commerce, Accounting, Finance, or a related discipline.
- 2 to 4 years of relevant experience in accounting and finance operations, including payment processing, bank reconciliations, treasury operations, and vendor payments.
- Knowledge in statutory payments viz, PF, ESIC, PT, TDS, Advance Tax, and GST, financial reporting, and audit support.
- Proficiency in MS Excel and accounting/ERP systems, with the ability to maintain accurate financial records and complete tasks within defined timelines.

To apply:

Send your resume to raghavendrap@ikpknowledgepark.com by mentioning subject line as CV for Senior Executive, Finance & Accounts.