

MANAGER – ACCOUNTS & FINANCE

Location: East Street, Camp, Pune | Job Type: Full-time | Experience: 08-15 Years | Industry: Real Estate, Construction | Gender: Male, Female

About Us

Kumar Properties Lifespaces Pvt. Ltd. is one of India's most trusted and respected real estate brands, with a rich legacy of over 58 years in shaping urban landscapes. Headquartered in Pune, we have successfully delivered more than 35,000 satisfied homes and numerous commercial landmarks across key locations.

Our commitment to quality construction, timely delivery, and customer satisfaction has earned us an unmatched reputation in residential and commercial real estate. At Kumar Properties, we don't just build spaces — we craft enduring lifestyles.

The Opportunity

The Manager – Accounts and Finance will be responsible for overseeing the day-to-day operations of the accounting department. This includes ensuring accurate financial records, managing the month-end and year-end close processes, ensuring compliance with statutory requirements, and supporting strategic financial planning. **The role also involves leading a team of accountants and collaborating with other departments, manage Project Funding, Project Loan and Bank Proposals, compliances etc.**

Key Responsibilities:

Financial Accounting & Reporting

- Supervise the preparation and maintenance of financial statements in accordance with applicable accounting standards.
- Ensure timely monthly, quarterly and annual closing of books.
- Review and reconcile general ledger, accounts payable, receivable, and payroll entries.
- Manage fixed asset accounting and depreciation schedules.

Compliance & Audit

- Ensure compliance with all statutory and regulatory requirements (e.g., income tax, GST/VAT, TDS, RERA etc.).

- Coordinate with internal and external auditors during audits.
- Prepare audit schedules, respond to audit queries, and implement audit recommendations.

Team Management

- Lead and mentor a team of accountants and finance executives.
- Set goals, monitor performance, and conduct regular performance reviews.
- Provide training and development opportunities for team members.

Budgeting & Forecasting

- Assist in the preparation of annual budgets and financial forecasts.
- Monitor budget performance and highlight variances with recommendations.
- Support the Management in financial planning and analysis.

Project Funding

- **Source and Procure Funds:** Identify, evaluate, and secure various sources of financing for real estate projects, including construction loans, term loans, working capital, and private equity.

Relationship Management

- **Prepare Loan Proposals:** Create comprehensive project reports, data, and detailed loan proposals for presentation to banks, Non-Banking Financial Companies (NBFCs), and other financial institutions.
- **Liaison and Negotiation:** Serve as the primary point of contact for banks and Financial institutions, managing relationships, coordinating due diligence (legal, technical, financial), and negotiating term sheets, sanction letters and loan agreements.
- **Manage Disbursement Process:** Coordination during the loan sanction and disbursement process to ensure timely and adequate funds for project execution.

Compliance & Reporting

- **Cash Flow and Cost Management:** Monitor project cash flows, track fund utilization, manage budgets, expenses, debt servicing, implement cost control measures to ensure the project remains within financial limits.
- **Regulatory Compliance:** Ensure all financing activities and project documentation comply with relevant laws and regulations, such as RERA and environmental approvals.
- **Reporting and MIS:** Prepare and maintain accurate Management Information Systems (MIS) reports for internal management, lenders, and investors, providing updates on fund utilization, compliance status, and project financial performance.

Process Improvement

- Develop and implement accounting policies, procedures, and internal controls.
- Identify and eliminate inefficiencies in accounting processes.
- Leverage technology for automation and improved reporting accuracy.

Coordination with Stakeholders

- Liaise with banks, auditors, tax consultants and regulatory authorities.
 - Collaborate with HOD'S of all major departments for smooth financial operations.
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Qualifications & Experience:

- Degree in Accounting & Finance (B.Com / MCom, MBA – Finance)
- Professional certification such as CPA, CMA, CFA, will be an added advantage
- Minimum 08-15 years of experience in Accounts & Finance
- Proficiency in accounting software (e.g., Tally, Quadra) and MS Excel
- Strong knowledge of accounting principles, tax laws, regulatory compliance, RERA, experience in project funding, Financial Strategy, Project Loan and Loan Proposals is a must
- **Proven experience in real estate finance, fund-raising, or project finance is mandatory**

Key Skills:

- Leadership and team management
- Analytical and problem-solving skills
- Strong attention to detail and accuracy
- Communication and interpersonal skills
- Time management and multitasking ability
- Integrity and ethical conduct