

Advaitaa Infra – Job Description

Accounts Manager

Department: Finance & Accounts

Reports To: Chief Financial Officer (CFO) / Managing Director

Location: Corporate Office, Hyderabad

Employment Type: Full-time

1. Role Overview

The **Accounts Manager** oversees the company's accounting operations, financial reporting, tax compliance, and project-level financial management. This role is critical for maintaining financial discipline, transparency, and timely statutory compliance across Advaitaa Infra's portfolio of residential and plotting projects. The position requires strong financial expertise, regulatory knowledge, and the ability to manage complex real estate accounting including revenue recognition, project cost control, and multi-entity financial reporting.

2. Key Responsibilities

A. Accounting and Financial Management

- Oversee and maintain books of accounts across all company entities, ensuring accurate and timely journal entries and reconciliations.
- Prepare comprehensive monthly and quarterly financial statements including profit & loss accounts, balance sheets, and cash flow statements.
- Supervise billing processes, receipt management, vendor payments, and site expense settlements.
- Monitor cash flow and fund utilization; ensure adequate liquidity for project operations and corporate needs.
- Reconcile bank accounts, vendor ledgers, customer payment schedules, and inter-company transactions.
- Implement and maintain internal controls to ensure accuracy and prevent financial irregularities.
- Prepare project-wise cost summaries and revenue reconciliation statements for management review.

B. Project Accounting and Cost Management

- Oversee project-based accounting including revenue recognition (percentage of completion method), cost allocation, and project profitability analysis.
- Track and monitor project-wise expenses, material purchases, capital expenditures, and cost overruns.
- Reconcile project costs against approved budgets and identify variances for management action.
- Manage cost capitalization, depreciation schedules, and asset management for project assets.
- Prepare detailed project cost reports and fund flow statements for investors and lenders.
- Coordinate with project teams to collect and validate project expenses and supporting documentation.

C. Budgeting, Forecasting, and Financial Analysis

- Assist CFO in preparing annual budgets and quarterly forecasts for corporate and project-level operations.
- Conduct variance analysis comparing actual vs. budgeted expenses and prepare detailed explanations for deviations.
- Recommend cost control measures and efficiency improvements in financial operations.
- Prepare management dashboards, KPI reports, and financial metrics for board and executive reviews.
- Support financial modeling for new projects, investment proposals, and expansion plans.
- Analyze financial performance trends and provide insights for strategic decision-making.

D. Tax Compliance and Regulatory Reporting

- Manage GST compliance including registration, GSTR filings (GSTR-1, GSTR-2, GSTR-3B), input tax credit reconciliation, and monthly/quarterly returns.
- Handle TDS (Tax Deducted at Source) calculations, reconciliation, and quarterly filings (Form 26Q).
- Ensure compliance with PF (Provident Fund), ESI (Employee State Insurance), Professional Tax, and other payroll-related statutory filings.
- Coordinate RERA (Real Estate Regulatory Authority) compliance including escrow account management, project fund administration, and financial disclosures.
- Manage Income Tax compliance, advance tax payments, and annual returns for company entities.
- Coordinate with external auditors for statutory, internal, and project audits; prepare audit documentation and respond to audit queries.

- Maintain compliance with ROC (Registrar of Companies), Companies Act, and other regulatory requirements.
- Ensure proper documentation and reporting for JV/JDA (Joint Venture/Joint Development Agreement) transactions.

E. Vendor and Stakeholder Coordination

- Oversee vendor bill verification, work order payments, and maintain vendor reconciliation statements.
- Support Sales and CRM teams in reconciling client payments, collections, invoicing, and resolving payment discrepancies.
- Prepare and present project-wise financial statements to investors, lenders, banks, and other stakeholders.
- Maintain positive vendor relationships and coordinate payment timing to optimize cash flow.
- Prepare financial certifications and compliance statements as required by lenders and regulatory bodies.

F. Reporting, MIS, and Documentation

- Generate and present weekly and monthly MIS reports to management including project cost analysis, cash position, and compliance status.
- Prepare quarterly and annual financial reports for internal stakeholders, investors, and regulatory bodies.
- Maintain comprehensive financial documentation systems including ledgers, vouchers, invoices, and supporting schedules.
- Ensure proper archival of accounting records in compliance with statutory requirements (minimum 7 years).
- Support management in financial analysis, forecasting, and decision-making processes.

3. Key Skills and Competencies

- **Accounting Expertise:** Strong knowledge of accounting principles, double-entry bookkeeping, and financial statement preparation.
- **Real Estate Accounting:** Deep understanding of real estate accounting standards, revenue recognition (percentage of completion), project cost accounting, and JV/JDA structures.
- **Tax and Compliance Knowledge:** Proficiency in GST, TDS, RERA compliance, Income Tax, and other statutory requirements specific to real estate and construction industries.
- **Financial Analysis:** Strong analytical skills with ability to interpret financial data, identify trends, and provide insights for management decision-making.

- **Technical Proficiency:** Expertise in Tally Prime / ERP systems, MS Excel, accounting software, and data management tools.
 - **Project Management:** Ability to manage multiple projects, prioritize tasks, and meet strict financial reporting deadlines.
 - **Communication:** Excellent written and verbal communication skills for presenting financial information to diverse stakeholders.
 - **Attention to Detail:** Precision in financial record-keeping, data accuracy, and regulatory compliance.
 - **Leadership:** Ability to supervise accounting staff, mentor junior team members, and manage team performance.
 - **Integrity and Confidentiality:** Ethical approach to handling sensitive financial information with absolute confidentiality.
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4. Qualifications and Experience

- **Education:** Bachelor of Commerce ([B.Com](#)), Master of Commerce ([M.Com](#)), MBA (Finance), or Chartered Accountant (CA) Inter / Final.
 - **Experience:** 6–10 years in real estate, construction, or infrastructure accounting with proven expertise in:
 - Project-based accounting and cost control
 - Multi-entity financial management
 - GST, TDS, and RERA compliance
 - Financial statement preparation and analysis
 - Audit coordination and statutory compliance
 - **Technical Skills:** Proficiency in Tally Prime / ERP systems, MS Excel (advanced), and accounting software.
 - **Certifications:** CA (Inter/Final), CMA, or relevant accounting certifications preferred.
 - **Language Skills:** Fluency in English; knowledge of Telugu and Hindi preferred.
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5. Work Conditions and Growth Opportunities

- **Work Schedule:** Monday to Saturday (2nd and 4th Saturday Half days).
- **Location:** Corporate Office, Hyderabad (occasional site visits for project audits and expense verification).
- **Travel:** Occasional travel to project sites for financial reviews and audit purposes.

- **Career Progression:** Eligible for promotion to **Senior Accounts Manager**, **Finance Controller**, or **CFO** roles based on performance, expertise, and leadership capability.
 - **Professional Development:** Opportunity to specialize in real estate accounting, taxation, financial control systems, and strategic financial management as the company expands.
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6. Compensation and Benefits

- **CTC Range:** As per Industry norms (based on experience, qualifications, and expertise).
 - **Performance-linked Incentives:** Recognition and bonuses based on:
 - Timely audit completion and zero audit objections
 - Compliance accuracy and regulatory adherence
 - Financial efficiency improvements and cost savings
 - Quality of financial reporting and analysis
 - **Professional Development:** Support for advanced certifications, accounting conferences, and training programs.
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7. Personal Attributes and Personality Profile

- Detail-oriented, ethical, and disciplined in handling confidential financial information and company funds.
 - Proactive and reliable in meeting deadlines while maintaining high-quality financial reporting standards.
 - Strong team player with excellent collaboration skills across Finance, Legal, Project, and Sales teams.
 - Problem-solver with ability to analyze complex financial issues and develop practical solutions.
 - Committed to continuous learning and staying updated with changes in tax laws and accounting standards.
 - Solution-oriented mindset with positive attitude toward supporting management decisions.
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8. Core Values Alignment

Every financial transaction and accounting practice at Advaitaa Infra must reflect:

- **Integrity** – Honest and transparent representation of financial information; ethical handling of company funds, vendor payments, and stakeholder relationships.
- **Commitment** – Dedication to accurate financial reporting, timely compliance, and supporting the company's financial objectives and growth.
- **Growth** – Continuous enhancement of accounting systems, controls, and processes; proactive contribution to improving financial management and company scaling.