



# BADMINTON ASSOCIATION OF INDIA

(Affiliated to the Badminton World Federation and Badminton Asia Confederation)

PRESIDENT  
**DR. HIMANTA BISWA SARMA**  
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## **JOB OPENING: ACCOUNTANT FOR THE BAI NATIONAL CENTRE OF EXCELLENCE, GUWAHATI, ASSAM**

**Job Opening:** Accountant - BAI National Centre of Excellence

**Location:** BAI National Centre of Excellence, Guwahati, Assam.

**Nos. of Position:** 01

The Badminton Association of India (BAI) National Centre of Excellence in Guwahati is seeking a qualified and experienced Accountant to join our team. As the Accountant, you will be responsible for managing the financial operations of the BAI National Centre of Excellence.

### **Responsibilities:**

- Maintain financial records, accurately record and maintain financial transactions, including purchases, payments, receipts and invoices.
- Budgeting and financial planning: Assist in the preparation and monitoring of the Centre's annual budget. Provide financial reports, analysis and recommendations to support effective decision-making.
- Payroll management: Process payroll accurately and on time, ensuring compliance with applicable laws and regulations. Maintain records of employee salaries, deductions and benefits.
- Accounts payable and receivable: Manage accounts payable, ensuring timely processing and payment of invoices. Monitor accounts receivable, follow up on outstanding payments and reconcile accounts.
- Financial reporting: Prepare periodic financial statements, including balance sheets, income statements and cash flow statements. Present financial reports to management and provide insights on financial performance.
- Tax compliance: Ensure compliance with relevant tax regulations, including the filing of tax returns and maintaining appropriate records.
- Financial analysis: Conduct financial analysis, identify trends and provide recommendations for improvement to optimize financial performance.
- Audit coordination: Coordinate with external auditors for annual audits and assist in the implementation of audit recommendations.
- Financial controls and procedures: Establish and maintain effective financial controls and procedures to safeguard assets, prevent fraud and ensure accuracy and integrity of financial data.
- The candidate must be open to travel occasionally as and when required.

### **Qualifications:**

- Education: Bachelor's degree in Accounting, Finance, or a related field. Professional certifications in the field of Finance & Accounting will be an added advantage.
- Experience: Minimum of 3 years of experience in accounting or finance roles. Experience in sports administration or a similar field will be an added advantage.
- Candidates with prior experience with PSU's, Govt. Institutions, Services etc. will



**BAI Office - D-6/10, Ground Floor, Vasant Vihar, New Delhi - 110057, India**

Phone: +91-11-41450524/5, Email: info@badmintonindia.org, Website: badmintonindia.org



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be given preference.

- Proficiency in accounting software: Strong knowledge of accounting software and financial management systems. Strong command of Tally is must.
- Financial acumen: Solid understanding of accounting principles, financial analysis, budgeting, and reporting. Ability to interpret and analyse financial data to support decision-making.
- Attention to detail: Meticulous with numbers and accuracy, ensuring error-free financial records and reports.
- Communication skills: Excellent verbal and written communication skills in English. Ability to prepare clear and concise financial reports and present information to stakeholders.
- Team player: Collaborative mindset with the ability to work effectively in a team environment, interacting with colleagues, management, and external stakeholders.
- Integrity and ethics: High ethical standards, maintaining confidentiality and ensuring compliance with financial regulations and internal policies.

**Remuneration: INR 25,000-30,000/-**

## To Apply:

If you are passionate about accounting, possess the required qualifications and experience, and are interested in joining the BAI team as an Accountant, please submit your resume, cover letter, and any relevant certifications to **bainecguwahati@gmail.com**

**Note:** Only shortlisted candidates will be contacted for further selection processes.

**The deadline for sending the application is: July 28, 2023.**



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