

School Games Federation of India (SGFI), Lucknow

About SGFI:

The School Games Federation of India (SGFI) is the apex body for organizing and promoting sports activities in schools across India. We aim to foster a culture of sports and physical fitness among school-going children and identify young talent for further development.

Position Overview:

We are seeking an experienced and dynamic individual for the position of Assistant Secretary. The ideal candidate will have a strong background in sports administration and a passion for promoting sports at the grassroots level.

Job Opening: Accountant/Manager Accounts

SGFI is seeking a highly qualified and experienced professional for the position of Accountant/Manager Accounts to oversee our financial operations.

Qualifications:

- 1. Educational Requirements:**
 - Bachelor's degree in Accounting, Finance, or related field (mandatory)
 - Master's degree in Accounting or MBA with finance specialization (preferred)
- 2. Experience:**
 - 13-20 years of experience in accounting or financial management
 - Experience in education sector or sports organizations is a plus
- 3. Technical Skills:**
 - Advanced proficiency in accounting software and MS Office suite
 - In-depth knowledge of Indian accounting standards and tax regulations
 - Expertise in budget preparation, financial reporting, and analysis
 - Familiarity with government accounting procedures
- 4. Soft Skills:**
 - Strong analytical and problem-solving abilities
 - Meticulous attention to detail
 - Excellent communication and interpersonal skills
 - Ability to work under pressure and meet strict deadlines
- 5. Additional Desirable Qualifications:**
 - Understanding of sports administration and event management
 - Experience in grant management and utilization
- 6. Language Proficiency:**
 - Fluency in English and Hindi (both written and spoken)



Key Responsibilities:

1. Manage all aspects of SGFI's financial operations
2. Prepare and oversee annual budgets
3. Ensure timely and accurate financial reporting
4. Process payments and manage cash flow of SGFI
5. Process TADA bills
6. Oversee payroll operations
7. Ensure compliance with all financial regulations and tax laws
8. Prepare financial statements and reports for management and stakeholders
9. Coordinate and assist with internal and external audits
10. Manage accounts payable and receivable
11. Oversee financial aspects of school games national championship and sporting events
12. Collaborate with other departments on financial matters
13. Implement and maintain robust financial controls

What We Offer:

- 50,000/month
- Opportunity to work with a leading sports organization
- Travel allowance for official duties
- Opportunities for professional development and networking in the sports industry
- Opportunity to work with a leading sports organization
- Professional growth and development opportunities
- Collaborative and dynamic work environment

Interested candidates who meet the above criteria are encouraged to submit their detailed resume, along with a cover letter, to info23-27@sgfi.org in with the subject line "Application for Accountant/Manager Accounts". **Please be aware that only candidates who are shortlisted will be invited for an interview.**

Application Deadline: on or before 19th October,2024

SGFI is an equal opportunity employer. We value diversity and encourage applications from all qualified candidates regardless of race, color, religion, gender, sexual orientation, national origin, disability, age, or veteran status.

