



ACCOUNTANT

OFFICIAL JOB DESCRIPTION

FENCING INDIA | CAREERS

JOB TITLE	Accountant
LOCATION	New Delhi
ORGANISATION	Fencing Association of India (FAI)

1.

GENERAL DESCRIPTION

The Accountant will be responsible for managing the financial records, accounting processes, compliance, and reporting requirements of the Fencing Association of India. The role supports smooth financial operations, transparency, and timely coordination with government bodies, auditors, and stakeholders.

2.

KEY RESPONSIBILITIES

- Maintain complete and accurate books of accounts, including vouchers, ledgers, journals, and supporting documents.
- Handle day-to-day accounting activities such as payments, receipts, bank reconciliations, and cash/bank management.
- Prepare monthly, quarterly, and annual financial statements.
- Manage budgeting, expense tracking, and fund utilisation for domestic and international events, camps, and programmes.
- Process payments related to travel, accommodation, competition fees, officials' honorariums, and vendors.
- Coordinate with MYAS, SAI, IOA, and other government bodies for submission of financial statements, utilisation certificates (UCs), and related documents.
- Ensure compliance with statutory requirements, including GST, TDS, income tax, and other applicable regulations.
- Liaise with external auditors and assist in internal and statutory audits.
- Maintain records for grants, sponsorships, CSR funds, and development programmes.
- Support the preparation of financial annexures for proposals, tenders, and agreements.
- Assist senior management with financial planning and reporting as required.
- Perform any other finance-related tasks assigned by the Secretary General or Management.

3.

QUALIFICATIONS

- Bachelor's degree in Commerce (B.Com) or equivalent.
- CA (Inter) / CMA (Inter) / MBA (Finance) preferred.

4.

EXPERIENCE

- Minimum 2–4 years of relevant accounting experience.
- Prior experience with a National Sports Federation, government body, PSU, NGO, or autonomous organisation will be an advantage.

5.

TECHNICAL SKILLS

- Strong working knowledge of accounting principles and practices.
- Proficiency in Tally/accounting software.
- Strong command of MS Excel, Word, and basic financial reporting tools.
- Familiarity with government accounting procedures and documentation.

6.

ORGANISATIONAL & PERSONAL SKILLS

- High attention to detail and accuracy.
- Ability to manage multiple deadlines and work under pressure.
- Strong organisational and documentation skills.
- Integrity, confidentiality, and professional ethics.
- Good communication and coordination skills.

7.

APPLICATION PROCEDURE

Eligible candidates may send their applications along with a detailed CV to:

Email: comm@fencingindia.org

Subject Line: Application for Accountant – Fencing Association of India - [Full Name]