



MADHYA PRADESH CRICKET ASSOCIATION

Holkar Stadium, Race Course Road, Indore (Madhya Pradesh, India)

Email : mpcaindore@gmail.com

ACCOUNTS ASSISTANT & BOOKKEEPER - ROLE / RESPONSIBILITY / PRE-REQUISITES

Madhya Pradesh Cricket Association, a society registered under the MP Societies Registration Act 1973, and having its office at Holkar Stadium, Indore, wishes to appoint an 'Accounts Assistant & bookkeeper' for handling the requirements at its head quarter at Indore. This post is a part of the accounts wing of MPCA having 4 other staff.

A. Principal Accountabilities / Responsibilities (include but are not limited to the following)

1. Data entry operation using software like tally, basic office work like filing etc.
2. Processing transactions, issuing cheques / bank payment, computerised accounts keeping etc.
3. Concurrent internal checking of the payment process / bill verification etc.
4. Maintain database of all significant / recurring / high value transactions for effective & periodical analysis and planning.
5. Handling cash and cash transactions ensuring the cashbook is updated concurrently.
6. Handling monthly payroll
7. Maintaining accounts related documents like vouchers, payment notes etc.
8. Pre-audit of documents in relation to all transactions and contract agreements.
9. Works related to periodical financial returns of IT / GST and such other taxes & levies etc.
10. Assist in the statutory audit work of MPCA and its affiliated units. Periodical interaction and reporting with the statutory auditors of MPCA on all relevant matters.
11. Provide support to higher authorities on all financial matters of MPCA.
12. Provide administrative assistance to MPCA authorities by preparing and or maintaining the statutory records of MPCA.
13. Undertake ad-hoc project work and other duties when required.

B. Knowledge, Skills, Attitude and Experience

1. A male, Master of commerce / CA inter qualified, aged between 30 – 45 years, preferably resident of Indore.
2. Experience of similar work for 3 years.
3. Good verbal, written and interpersonal communication skills in English and Hindi language.
4. Command on computer skills, including tally, MS Word, Excel and PowerPoint
5. A strong and independent work ethic
6. Motivated, enthusiastic attitude and able to work creatively on own initiative.

C. Conditions of employment

1. It is a full time, tenure based appointment.
2. The position is based in Indore (Madhya Pradesh) and will report to the Hon. Treasurer of MPCA or any other appropriate authority as directed by MPCA.
3. Candidate may be required to travel frequently within the State of MP and outside as per the requirement.

D. The shortlisted candidate shall be invited for personal interview. Selected candidate shall be on a probation for a period as per the decision of the Management and shall be then taken on permanent employment after satisfactory performance.

E. Compensation offered will be commensurate with qualifications and experience.

Candidates willing to handle the role-responsibilities, and complying with the pre-requisites in terms of knowledge/skills/experience may submit application and detail CV (with min. details as listed below) to: **Hon. Secretary, Madhya Pradesh Cricket Association**. The application, alongwith details, should be submitted in a sealed envelope mentioning the **POST** at the office of MPCA on any working day from **20 to 25 March 2024 between 1.00 pm to 7.00 pm**. Only shortlisted candidates will be contacted for further assessment procedure. Incomplete CV would not be considered.



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THE CV SHOULD CONTAIN THE FOLLOWING MINIMUM DETAILS ALONGWITH ANY OTHER RELEVANT INFORMATION AS DESIRED BY THE CANDIDATE.

1. Full Name (Surname / First Name / Middle Name),
2. Complete postal address of permanent residence,
3. Complete postal address of temporary residence (if applicable),
4. Recent passport size colour photograph to be pasted on the application,
5. Email id and cell phone number with alternate number if conveniently available,
6. Date of birth,
7. Marital status,
8. Academic qualification upto CA certification,
9. Medium of academics upto Graduation (English / Hindi / Other language),
10. Name and details of the Institution from where SSE passed (State Board / CBSE) and passing %
11. Name and details of the Institution from where HSE passed (State Board / CBSE) and passing %
12. Name and details of the Institution from where Graduation completed (University) and passing %
13. Name and contact details of the CA firm from where articleship is completed (period of articleship from to),
14. Passing % for CA Inter (or equivalent) and/or CA Final (or equivalent, if applicable) or M Com. exam alongwith passing year of all exams,
15. Areas of audit completed during articleship period or thereafter amongst the following (mention the details of the organisation, max. 3, with scope of audit conducted)
 - a. Banking sector
 - b. Educational sector
 - c. Service sector
 - d. Sports sector
 - e. Manufacturing sector
 - f. Registered Societies / Trusts / Charities
 - g. Statutory bodies / organisations
 - h. Pvt. industries / organisations
 - i. NGO
 - j. Other major sector
16. if applicable, details of existing employment (Organisation / post / date of joining / notice period for resigning)
17. Current salary / CTC (if any)
18. Expected salary / CTC
19. Minimum duration / period required to join if given an offer.

Self attested photocopies of the following document is necessary alongwith the CV.

- i. Proof of postal address of permanent residence
- ii. Proof of postal address of temporary residence (if applicable)
- iii. Proof of date of birth
- iv. Any government issued photo identity (passport / PAN / adhar card etc)
- v. Mark sheet for SSE
- vi. Mark sheet for HSE
- vii. Mark sheet of graduation
- viii. Mark sheet of CA Inter (or equivalent) exam
- ix. Mark sheet of CA Final (or equivalent) exam (if qualified)
- x. Certificate of Membership of ICAI (if qualified)

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