



THE HYDERABAD CRICKET ASSOCIATION

(Affiliated to the board of Control Cricket in India)

Junior accountant Hyderabad Cricket Association

Here's a **professional profile draft** for a **Junior Accountant – Hyderabad Cricket Association (HCA)**. It's tailored to highlight entry-level responsibilities, skills, and qualifications relevant to sports administration and financial management:

Profile: Junior Accountant – Hyderabad Cricket Association

Position Overview

The Junior Accountant at HCA supports the finance department in maintaining accurate records, processing transactions, and ensuring compliance with BCCI and HCA financial guidelines. This role is ideal for individuals beginning their career in accounting within the sports administration sector.

Key Responsibilities

- **Financial Record Keeping**
 - Assist in maintaining ledgers, journals, and financial statements.
 - Record daily transactions including procurement, ticketing, sponsorships, and match-day revenues.
- **Accounts Payable & Receivable**
 - Process invoices, vendor payments, and reimbursements.
 - Track receivables from sponsors, partners, and event organizers.
- **Budget Support**
 - Help prepare budget reports for tournaments, training camps, and infrastructure projects.
 - Monitor expenses against approved budgets.
- **Compliance & Audit**
 - Ensure documentation aligns with BCCI regulations and statutory requirements.
 - Support internal and external audits by preparing necessary records.

Rajiv Gandhi International Cricket Stadium, Uppal, Hyderabad - 500 039 Telangana State

E-mail: hycricket@rediffmail.com, website: www.hycricket.org

Estd. 1934



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- **Operational Assistance**

- Work closely with senior accountants and procurement teams to reconcile accounts.
- Assist in payroll processing for staff, players, and event workers.

Qualifications & Experience

- Bachelor's degree in Commerce, Accounting, or Finance.
- 0–2 years of experience in accounting or internship experience in finance.
- Basic knowledge of accounting principles and financial regulations.
- Familiarity with sports administration or event management is an advantage.

Skills & Competencies

- Proficiency in MS Excel and accounting software (e.g., Tally, QuickBooks, ERP systems).
- Strong attention to detail and organizational skills.
- Good communication and teamwork abilities.
- Integrity, transparency, and willingness to learn.

Reporting:

- The selected shall report to the Chief Financial Officer (CEO)-HCA

Issued by:

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