

(Your Logo)

Audit Parameters –Accounts Manager

(Revision Date: 6.May.19)

Today's Date: _____
Audit Conducted By: _____
Date of Last Audit: _____
No. of Non-Compliances in Last Audit: _____
Repeat Non-Compliances: _____

Common for Everyone:

1. Previous Audit results were available.
2. Tidiness and cleanliness:
 - a. Flooring, table, work area clean.
 - b. Cabinet and drawer is clean, with no loose papers; stationery organized.
 - c. Proper wire dressing under the table.
3. Personal appearance: Well-groomed and well dressed.
4. Computer Desktop has no more than __ icons, no folders on it.
5. Computer file system is organized and managed as per company standards.
6. No more than 3 files in personal drawer.
7. All keys are organized with proper tags.
8. All equipment functioning properly & clean including chair, laptop, keyboard, keyboard tray, mouse, monitor and telephone instruments. Phone is labelled properly with all extensions up to date. Printers are accessible & properly printing.
9. Updated Audit Parameters visibly posted at workstation.
10. Picking up phones at second ring and other workstations' phones on third ring.
11. Always informing Reception while leaving the Head Office.
12. Backups of all files given to _____ on his external hard drive.
13. Cross Learning: Has a mastery of the _____ profiles.
14. There is no personal long calls and no personal viewing of WhatsApp or other related apps or sites culture is being respected
15. There was no lapse in daily reporting through the WhatsApp "Accounts Manager" Group to _____ and written reports (if any) are regularly submitted.
16. Weekly/Monthly/Yearly Planner is posted on Workstation, is being followed with no pendencies and accurately reflected in daily WhatsApp reporting.
17. Updated TO DO List is maintained, time bound, and has been discussed with _____ daily.
18. All purchases and petty cash accounts are up-to-date and submitted to Admin.
19. Attendance, breaks and lunch timings are being respected.
20. Office decorum of non-gossip culture being respected.

Guidelines:

- a. *Audits shall be done on the day of your choosing, after lunch, on the same day each week*
- b. *If an audit can't be done that day, it will be done the next day at a time fixed by you*
- c. *You need to be compliant in at least 90% of the parameters*
- d. *Non-compliances cannot be in any of the same parameters as the previous week*

Job Profile Related:

21. Review journal entries and voucher entries updated in Tally.
22. Tally and all other accounts files backed up and given to Senior, on a pen drive.
23. Inter-company reconciliation squared up to maximum possibilities.
24. Tally audited with _____ and all unresolved matters taken care of, that do not need to be discussed with <boss> and/or the CA.
25. A list of all unresolved matters that do need discussions with <boss> or CA is updated.
26. All accounts software data files with backup on server and no essential file on "C:" Drive.
27. No pending papers/vouchers for filing.
28. P&L for all entities updated.
29. BRS updated in Tally.
30. Balance Sheets of all entities updated, and neat and clean.
31. Audit of Previous 8 Years completed.
32. MIS system is updated and working properly.
33. Petty cash account bills have been updated in online system by all the staff and taken GST Input of.
34. GST and TDS (payment & returns) are submitted timely.
35. Follow-up sheet for occupants for those TDS is not reflecting in 26AS has been made and regular follow up is being done
36. All work "Required from <boss>" section in the "To Do List" has been discussed with <boss>
37. **ABCD – ABOVE AND BEYOND THE CALL OF DUTY (What extraordinary things did this person do?)**