

Month End Checklist

Financial Accountant (or Assistant Accountant)

Focus: Execution and accuracy of recurring processes

Core Responsibilities:

- Run reconciliations and journals
- Maintain documentation
- Flag anomalies early

Checklist:

- ☐ Run GRNI, bank, prepayment, accrual, and fixed asset reconciliations
- ☐ Post month-end journals (payroll, depreciation, accruals)
- ☐ Chase outstanding supplier invoices or missing PO data
- ☐ Reconcile intercompany balances with counterparties
- ☐ Match trial balance to subledgers (AP, AR, FA)
- ☐ Update close tracker daily with completed items
- ☐ Organise and file supporting documentation for audit trail
- ☐ Flag any material discrepancies to Finance Manager or Controller
- ☐ Attend daily check-ins or huddles (if implemented)

Management Accountant (or Finance Analyst)

Focus: Oversight, review and issue resolution

Core Responsibilities:

- Ensure completeness and timeliness of the close
- Review reconciliations and journals
- Solve blockers and guide priorities

Checklist:

- ☐ Review and approve all key reconciliations and journals
- ☐ Monitor tracker and follow up on overdue items
- ☐ Coordinate with other teams (e.g. Ops, HR, Commercial) for key inputs
- ☐ Resolve intercompany mismatches with internal stakeholders
- ☐ Review draft P&L and Balance Sheet for anomalies
- ☐ Conduct initial variance analysis on key cost/revenue lines
- ☐ Communicate any changes in timeline or material issues to Controller
- ☐ Prepare high-level commentary or draft reporting pack if required

- ☐ Lead or support daily team stand-up/check-in during close week

Financial Controller (or Head of Finance)

Focus: Governance, process, and high-level reporting

Core Responsibilities:

- Set the timeline, coordinate resources
- Ensure accuracy and narrative in reporting
- Drive process improvement

Checklist:

- ☐ Set and communicate cut-off dates and close timeline in advance
- ☐ Align entity-level task owners and responsibilities
- ☐ Review progress daily via tracker or dashboard
- ☐ Approve final journals and high-value adjustments
- ☐ Review full management accounts pack or board pack
- ☐ Ensure variance explanations are complete and defensible
- ☐ Review key controls and compliance items (e.g. tax, IFRS adjustments)
- ☐ Identify bottlenecks or delays and plan for process improvements
- ☐ Lead post-close review session with full finance team
- ☐ Capture lessons learned and update next month's checklist/process