Finance & Accounting Risk and Compliance SOPs

1. Risks Identification:

Market Risk

- Interest Rate
- Inflation
- Foreign Exchange

Credit Risk

- Countries' Foreign Exchange Control Policy
- Payment risk

Liquidity Risk

- Cash flow risk

Operational Risk

- Fraud risk due to lack of controls
- Technical system failure

Legal Risk

- Lawsuits causing financial loss
- Statutory compliance

2. SOPs in place:

Credit Risk – 1. Credit Control Policy

2. Blacklisted agent listing

Liquidity Risk – 1. Weekly cash flow budgeting

Operational Risk -

- 1. Approval matrix for CMs limits
- 2. Sales invoicing cycle
- 3. Vendor purchasing policy
- 4. Vendor payment cycle
- 5. Bank Payment SOP (test amount for above USD 25k, change of bank details etc)
- 6. WIP / ACR clearing SOP
- 7. GP report format SOP
- 8. Creation of new organization records in CW1 SOP
- 9. Clean up organization records in CW1
- 10. Internal audit program checklist
- 11. Approval Bank tokens only hold by Management Team