



# SMB Financial Operating System

## Cheat Sheet

General Financial Control - how would you rate your company's ability to:

- 1 Accurately forecast revenues and expenses?
- 2 Increase revenues as required?
- 3 Align costs to revenues as required?
- 4 Monitor company performance?



What is the quality of your management meetings regarding accountability and focus from your team?

9 Financial Management Activities	Description	Who Is Doing It	Rate 1-10	Cost	Notes
<b>Corporate Governance</b>	Managing Corporate Governance requirements, ensuring the owners and entities are properly maintained and kept informed.				
<b>Company Performance Management Meetin</b>	Participating in Senior Management meetings and providing critical financial risk, cashflow management and profitability insights.				
<b>Performance Reporting</b>	Generating accurate and timely financial reports				
<b>Management Accounting</b>	Closing out financials each month accurately and in a way that represents the business activities.				
<b>Accounts Receivable</b>	Generates accurate invoicing.				
<b>Accounts Payable</b>	Manages the payment of creditors with the correct timing and categorisation.				
<b>Payroll Management</b>	Paying the employees properly and managing the associated liabilities.				
<b>Banking Administration</b>	Managing the bank administration activities to ensure accurate reconciled numbers in both systems.				
<b>Tax and Compliance</b>	Planning and managing the necessary tax and compliance activities.				

Top 3 Issues to Focus On :

- 1
- 2
- 3

7 Financial Management Roles	Description	Who Is Doing It	Rate 1-10	Cost	Notes
<b>CFO</b>	strategic and concerned about managing risk, cashflow requirements and profitability				
<b>Financial Controller</b>	team manager, competent at most activities and a good coach. Typically lacks the strategic and senior management level experience and thought processes.				
<b>Management Accountant</b>	a disciplined worker with a strong understanding of how numbers must reconcile and fit into categories and time frames.				
<b>Bookkeeper</b>	a customer and service centric person who also understands the business operations				
<b>Payroll Manager</b>	a specialist in the laws and responsibilities for all aspects of compensating employees and the related compliance.				
<b>Tax Accountant</b>	a person who knows the details within tax strategies and compliance requirements				
<b>Data Manager</b>	omeone who knows how to extract data from multiple systems, aggregate into a single report and visualise the information in a way that is easily consumed by business people				