

# Accountant interview checklist

Most accountant hiring has an HR screen, a technical round with the finance manager that often includes a Tally or Excel practical, and a short final talk with the owner or CFO.

## 10 QUESTIONS TO PRACTISE OUT LOUD

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**1.** How do you prepare a bank reconciliation statement, and what items usually cause differences?

What it checks: Whether you understand timing differences between the cash book and the bank statement and can actually find and clear unmatched entries.

**2.** Tell me about a time you found a mistake in the books after the month was already closed.

What it checks: Honesty and ownership with numbers, and whether you fix errors properly and prevent repeats instead of hiding them.

**3.** Given your Tally, GST and payroll experience, what monthly salary do you expect in this accounts job?

What it checks: Whether your expectation is realistic for the city, company size and your Tally, GST and payroll experience, and whether you can discuss it calmly.

**4.** Walk me through the journal entries for a credit purchase of goods with GST, and then the payment to the supplier.

What it checks: Basic double entry with input tax credit, and whether you separate the purchase, the GST and the supplier liability correctly.

**5.** Describe a time a vendor was angry about a delayed payment. How did you handle it?

What it checks: Whether you can stay calm, find the real cause of a payment delay and communicate clearly without making promises you cannot keep.

**6.** Our year-end and audit period is heavy. Are you comfortable with longer hours in those weeks?

What it checks: Whether you understand the seasonal workload of accounts roles and can commit honestly without overpromising.

**7.** How do you reconcile the input tax credit in your books with GSTR-2B before filing GSTR-3B?

What it checks: Practical GST compliance: matching purchase registers with supplier filings, following up on mismatches and claiming only eligible credit.

**8.** Tell me about a deadline, such as a GST or TDS due date, that you nearly missed. What happened?

What it checks: How you plan around statutory deadlines and what you do when inputs arrive late from other departments.

**9.** Why do you want to work in our finance team rather than at a CA firm handling many clients?

What it checks: Your motivation for an in-house accounts role, and whether you have thought about the trade-offs instead of just wanting any job.

**10.** What is the month-end closing checklist you follow as an accountant?

What it checks: Whether you have a disciplined close process covering accruals, reconciliations and reviews, rather than closing whenever entries stop coming in.

## TIPS FOR THIS INTERVIEW

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- Practise passing entries in Tally Prime for purchases, sales, GST, TDS and payroll, since many companies give a short live test on a laptop during the interview.
- Bring a sample of an Excel reconciliation you built, with names removed, so you can show how you match bank or GSTR-2B data quickly.
- Revise due dates for GSTR-1, GSTR-3B, TDS deposit and returns, PF and ESI, and explain how you plan your month around them.
- Be ready to explain the difference between a bookkeeper's work and an accountant's, and give examples of reviews and reconciliations you own.

## THE DAY BEFORE

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- ☐ Confirm the time, venue or video link and the interviewer's name
- ☐ Plan your route and leave time for traffic, or test your camera, microphone and internet
- ☐ Keep copies of your resume, ID proof, certificates and photographs in a folder
- ☐ Iron your clothes and charge your phone and laptop
- ☐ Do one final run-through of your introduction, then stop and rest

## ON THE DAY

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- ☐ Arrive 15 minutes early, or log in 5–10 minutes early for a video call
- ☐ Greet everyone politely, including the receptionist or coordinator
- ☐ Listen to the full question, pause, then answer in a clear structure
- ☐ Take brief notes of names and key points
- ☐ Ask your prepared questions and confirm the next steps before you leave