Institute for Professional Excellence

AI Risk Governance Checklist for Finance Professionals

Use this checklist before adopting or relying on any AI tool for financial decision-making, reporting, or advisory work. It helps ensure responsible, compliant, and ethical AI use in accounting and finance.

1. Purpose & Use Case Clarity

- ☐ Is the AI tool's intended use clearly defined?
- ☐ Is it solving a real financial, audit, or compliance need?
- ☐ Is human review built into the workflow?

2. Data Privacy & Security

- ☐ Does the tool comply with NDPA/GDPR regarding personal and client data?
- ☐ Will data input into the tool be stored, reused, or retrained on?
- ☐ Have you removed or anonymized all sensitive data before input?

3. Bias & Fairness Risk

- ☐ Was the model trained on relevant and diverse financial datasets?
- ☐ Has the tool been tested for bias (e.g., demographic, industry, size bias)?
- ☐ Can the AI's decisions or outputs unfairly disadvantage any stakeholder?

4. Transparency & Explainability

- ☐ Can you explain how the AI arrived at its recommendation or output?
- ☐ Is the logic behind the model available or documented?
- ☐ Have you included disclosure of AI use in any formal output?

5. Accountability & Oversight

- ☐ Who owns the decision—the AI or the finance professional?
- ☐ Have roles been assigned for oversight, validation, and escalation?
- ☐ Is there a fallback plan if the AI fails or gives flawed output?

6. Compliance & Documentation

- ☐ Is AI use aligned with internal controls, audit protocols, and risk frameworks?
- ☐ Are outputs reviewed and retained for audit trail purposes?
- ☐ Is the AI tool listed in your organization’s AI Use Register (if applicable)?

7. Continuous Monitoring

- ☐ Do you periodically test the AI’s accuracy and relevance?
- ☐ Is there a feedback loop to flag misuse, errors, or anomalies?
- ☐ Are updates and regulatory changes monitored and applied?

Final Reminder:

“If it’s not reviewed, it’s not reliable. If it’s not documented, it didn’t happen.”