



Anderson Accountancy

"breathing new life into old practices"

Guide To Choosing An Accountant

The question of how to choose an accountant has always been asked and the answer is quite simple and this applies to not only seeking out an accountant for a new business venture, it also applies if you're looking for a new accountant because your existing one is perhaps not providing the service you expect, their fees are too high or you simply can't get hold of them.

So what is the answer? Treat this as you would treat employing staff. Why? Because the accountant **IS** a member of staff in your organisation. They are there to help you with the financial aspects of running your business and as such, you need to be able to work with them and don't be afraid to interview several accountants.

So, things to ask are the same as you would if you were employing someone:-

- What experience and qualifications do they have? (Experience is probably more important here than qualifications as all accountants will be qualified to a certain degree)
- Check their qualifications. I have seen some people in practice who are qualified and members of the Institute of Certified Bookkeepers – this only allows them to do bookkeeping and does not cover them for accounts.
- What are their fees? Are you paying a fixed fee for the services you need? Are there any additional fees? You need to know exactly what you are paying for.
- What services will they perform for you?
- What are their opening hours? Most firms are 9-5, Monday to Friday; Anderson Accountancy are 8.30-20.30, Monday to Saturday!
- How can you contact them? Does it all have to be in writing or can you phone, email or text?
- Are they registered under the Data Protection Act? Very important as they are processing your personal information.
- Do they have practice license? Their governing body will issue them a license to practice, without one, their insurance will be invalid, and
- Do they have Professional Indemnity Insurance? What happens if they do something that causes a financial impact on you? Can you make a claim?

The rest is down to your own personal judgement. You need to work with the accountant so you need to be comfortable with them but always remember, an accountant is not just for Christmas – you can sack them at any time as you would do with an employee who doesn't work out.

If you would like to see how Anderson Accountancy can help you and your business, why not give us a call now, FREE on 08000 888 905?