



# HOW TO

## ... Choose an Accountant

**Choosing an accountant is an important decision. You need to find one that matches your needs, you feel comfortable with, can trust and whose fee levels are fair. Here are our top ten tips to help you choose and get the most from your accountant...**

1) Phone calls as needed.

Choose someone you can call whenever you need help, without fear of being charged every time you make a phone call.

2) Open & honest.

Get an accountant you can speak to openly and honestly who understands what you are saying and who you understand.

3) Commercial Awareness.

Talk to them about your business and your ideas and see how commercial they are. Do they understand your business? Do they have specialist knowledge in your market area?

4) Visits to you.

Ask them if they will visit you for an initial consultation free of charge. Why do you have to spend time travelling, parking and waiting around for them when they are the one trying to get your business?

5) Tax Ideas.

Ask them what tax ideas they have for you. You want an accountant who will pro-actively come up with regular new ideas.

6) Prepare for Meetings.

Make sure you prepare for any meetings you have with them and let them know beforehand what you want answers to.

7) Fixed Fees.

Make sure you get a fixed fee wherever possible for your work. If not, get a fee they won't go beyond without your agreement. Don't worry about hourly rates, it's the value of what you get that matters and the more experienced accountants with higher hourly rates can do the work a lot more quickly and efficiently anyway.

8) Single point of contact.

Find out who you will be dealing with in the firm, or will you be passed around lots of different people?

9) Fixed Timescales.

Agree fixed timescales by when work will be done and get them to guarantee it.

10) Word of mouth.

Ask to speak with some of their clients to see what they say about them.

