

Use this checklist to help you decide which accountant to choose:

1. What are your qualifications?	
2. How long has your practice been trading?	
3. What experience do you have of the Tourism sector in NI?	
4. What experience do you have of businesses in the (Experience/Events/Accommodation/Hotel/Hospitality etc.) area?	
5. What experience do you have of businesses of our size and stage of the business cycle?	
6. Who will look after our business on a day-to-day basis?	
7. How could you help us to develop our business?	
8. What (cloud) bookkeeping systems do you prefer or recommend (if any)? Will you provide training?	
9. What are your estimated response times if we have a query?	
10. How long does it take for you to produce annual statutory accounts?	
11. Do you offer any additional services – e.g. inheritance tax planning, pension planning or payroll?	
12. Will your service be proactive or reactive about our accounting and tax affairs? How?	
13. What fees do you charge?	
14. Do you charge a separate fee for taking us on as a client and setting us up?	
15. Do you charge annually or monthly/quarterly?	
16. How many face to face meetings with us included with your fee, are there each year?	
17. What do you require us to do for you?	

18. What extra do you charge for and how do you record and bill that?	
A. Setting up a new company or registering for VAT?	
B. Payroll?	
C. VAT returns?	
D. Self-assessment tax returns?	
E. Companies House Returns?	
F. Corporation tax or Partnership returns?	
G. Periodic Management Accounts?	
19. How long does it take for you to issue an engagement letter? Do you have a sample?	
20. Do you have professional indemnity cover, and can we see a copy of that?	
21. Can you provide other client names for testimonials?	