

Practise Governance Checklist

A self-assessment for accounting firms

Use this checklist to assess the current governance health of your accounting practise. Work through each section honestly. Any item marked "Partially" or "No" represents a gap worth addressing.

Mostly Yes

Governance foundations are solid

Mixed

Targeted improvements will help

Mostly No

A structured review is valuable

Section 1 — Roles and Responsibilities

1

Every team member has a clearly defined role with documented responsibilities

Yes / Partially / No

Yes

Partially

No

2

Reporting lines are understood by everyone in the practise

Yes / Partially / No

Yes

Partially

No

3

Decision-making authority is clearly delegated — staff know what they can decide independently

Yes / Partially / No

Yes

Partially

No

4

Partner or leadership responsibilities are documented and not held solely in one person's hands

Yes / Partially / No

Yes

Partially

No

Section 2 — Workflows and Processes

5

Standard operating procedures exist for core client-facing processes (onboarding, file management, etc.)

Yes / Partially / No

Yes

Partially

No

6

Client onboarding follows a consistent documented process every time

Yes / Partially / No

Yes

Partially

No

7

Deadline management is handled systematically — not reliant on individual memory or informal communication

Yes / Partially / No

Yes

Partially

No

8

New staff can be onboarded using existing documentation without relying solely on senior staff

Yes / Partially / No

Yes

Partially

No

Section 3 — Financial Performance and Reporting

- 9 The practise produces regular management accounts (monthly or quarterly)**
Yes / Partially / No
- 10 Recovery rates are tracked by service line and reviewed regularly**
Yes / Partially / No
- 11 Pricing is based on clear data rather than instinct or historical precedent**
Yes / Partially / No
- 12 Key performance indicators are defined, tracked, and reviewed in leadership meetings**
Yes / Partially / No

Section 4 — Team and Culture

- 13 Staff performance is reviewed regularly against clear expectations**
Yes / Partially / No
- 14 Communication within the team is structured — not ad hoc or heavily dependent on informal**
Yes / Partially / No
- 15 Team development and training are planned and budgeted, not reactive**
Yes / Partially / No

Section 5 — Growth and Succession Readiness

- 16 The practise could absorb a new client or team member without significant disruption to ex**
Yes / Partially / No
- 17 Key client relationships are not solely dependent on one individual**
Yes / Partially / No
- 18 The practise has a documented plan for the next 12–24 months**
Yes / Partially / No
- 19 Succession or exit planning has been considered and documented at a basic level**
Yes / Partially / No

If this checklist has identified gaps worth addressing, Practise Vitality offers a structured diagnostic review that takes this assessment further — producing a prioritised roadmap for improvement. Book a discovery call at practisevitality.ie/contact