

AN ACCOUNTANT'S GUIDE TO STARTING A NEW JOB REMOTELY

Make a positive first impression when you start your new home-based job as an accountant by following our six steps to success.



Onboarding online. Be prepared for a posted laptop and an induction and software onboarding via video calls. Ensure your broadband speed is up to the task, that you have a dedicated, neutral workspace, and remember to check the firm's dress policy for homeworking. Schedule and plan your onboarding efficiently to demonstrate eagerness.



Understand expectations. You can't pop your head around the door when you're working remotely, so obtaining clarification for all projects is essential:

- ✓ Take time to understand each task in full.
- ✓ Clarify deadlines and expectations.
- ✓ Check tools, systems, and processes.
- ✓ Set 30, 60, and 90-day probation goals with your team leader.



Communication preferences? Understand what communication preferences your team and your clients prefer. Whether it's a group chat, video call, email, a phone call, or even a quick text, it's important to ask.



Introductions. Accountancy firms are built on trust and often rely on the collaboration of specialists to collectively achieve for clients. Take time to say hello virtually or introduce yourself via email to your clients and colleagues. Actively encourage questions about your qualifications and experience.



A neutral gear. Building a relationship with someone online can be difficult and take longer, so retaining a neutral tone is essential. Watch your tone of voice on emails and allow people to get to know you slowly, as they would in person.



Build a new work support network. Establish a group of colleagues that have experience and can support you during your first weeks. From building online friendships to being able to ask a colleague a quick technical question, it's important to connect with others.

Need advice on the dos and don'ts of video conferencing? [Head over to our latest guide.](#)