AI IN ACCOUNTING (IV)

European Federation of Accountants and Auditors for SMEs

A Day In The Life: How AI Can Support An Accountant's Workday

Rather than focusing on a single use case, this Guide will follow a typical working day in a small or medium-sized practice and highlight where AI can add value—from email triage and document review to analysis, advisory work and even travel planning. Many of these uses are not uniquely "accounting tasks", but they are nonetheless powerful productivity levers for accountants and auditors.

Note on Tools

Throughout this Guide we mention specific AI tools as concrete examples of how certain tasks can be supported in practice. These references reflect the personal experience and preferences of the professionals we spoke to, as well as based on some of the literature we consulted; they are not endorsements or recommendations by EFAA. Please keep in mind that some of the mentioned tools are not necessarily free.

The AI tooling landscape is evolving rapidly, and each solution has its own strengths and limitations. In reality, most practitioners build their own "AI toolbox" through personal experimentation and trial and error, gradually discovering which tools work best for their workflows, clients and risk appetite.
We encourage readers to adopt exactly this mindset: treat the examples as inspiration, not prescriptions.

Acknowledgements

We would like to thank Belgian accountant and auditor Pieter Devloo (Vdvdaccountants) for his significant contribution to this guide. His willingness to share concrete examples from his daily practice greatly enriched the practical relevance of this AI Guide, for which we are very grateful.

Starting the day: triage, planning, information intake, and communication

Voice-driven email and task triage

A practitioner starts the day not by typing, but by **speaking** to an AI assistant:

- Uses a speech-to-text tool to dictate replies to emails; the tool converts speech into draft emails, corrects spelling and grammar, and adapts to their usual tone of voice.
- A personal AI "inbox agent" scans incoming messages, identifies urgent or unresolved items, groups related threads together and prepares a short morning summary/dashboard.

➢ Instead of spending 30–60 minutes scanning and sorting emails, the accountant can focus immediately on decisions and exceptions.

Used tools: Wispr Flow, Copilot

Curated professional news and legislation updates

The same AI workflows are used to stay on top of legislation and professional news. An AI agent monitors selected tax and accounting news sources and sends a **brief morning digest** with:

- 3–5 key legislative changes or rulings,
- short plain-language summaries,
- links to official sources for deeper reading.

One can also maintain an internal **"living knowledge base"** which summarizes important rulings, guidance notes and internal memos into reusable Q&A entries.

➢ Over time, the accountant tunes the prompts to match their portfolio (e.g. more VAT and SME topics, fewer multinational issues).

Used tools: Summarize Tools

Drafting and reviewing client emails

AI can accelerate client communication:

- For routine queries, the accountant drafts a rough answer or simply pastes the client's email into an AI assistant and requests a clear, polite reply in the accountant's tone of voice, and tailored to the client's level of financial literacy.
- For sensitive topics, the tool generates a structure and suggested wording, which the professional then refines to ensure accuracy, nuance and compliance with professional standards.

➢ This approach shortens the time from initial question to a well-structured answer, while maintaining human responsibility for content and tone.

Used tools: Copilot

Preparing for Client Calls and Meetings

Web meetings and calls are another area where AI removes administrative overhead.

- Meetings are recorded (with consent) and processed by transcription tools that:
  - produce a searchable transcript,
  - generate a concise summary,
  - extract action points and deadlines,
  - tag key topics or client entities.
- Before a follow-up call, the accountant can ask the AI: "Summarize our last two meetings with this client and list all open to-dos." That replaces manual note-taking and reduces context-switching.
- AI can also generate meeting agendas based on prior correspondence and engagements, ensuring that both compliance topics (e.g. upcoming filings) and advisory opportunities (e.g. cash-flow planning, investments) are covered systematically.

Used tools: Leexi.ai

Document-heavy work: contracts, notarial acts and tax files

A large part of an accountant or auditor's work still involves long documents: notarial deeds, shareholder agreements, loan contracts, tax rulings, and so forth. Here, large language models act as accelerators, not as substitutes for expertise.

Summarizing and checking legal and notarial documents

Typical daily uses include:

- Uploading notarial deeds or incorporation documents and asking AI to:
  - extract key clauses (e.g. dividend distribution rules, director authority, share classes),
  - flag any unusual restrictions,
  - summarize the conditions for paying interim dividends.
- For property transactions, having the AI:
  - summarize financing structure, securities and conditions precedent,
  - highlight any tax-sensitive elements that should be checked against local rules.

The practicioner then manually verifies critical points in the original documents. The AI's role is to filter and pre-structure information, not to give binding legal conclusions.

Used tools: ChatGPT Enterprise, SecureLLMs.org

Turning transcripts and documents into actionable to-dos

Transcription tools are also used beyond meetings. For example, webinars, CPD sessions and training videos are transcribed and summarized by AI, with:

- bullet-point key takeaways,
- practical implications for client work,
- potential follow-up tasks.

Internal process documents are summarized into **checklists** for staff (e.g. onboarding steps, year-end procedures).
AI can also auto-generate documentation templates based on past examples, which staff can then adapt to each case.

Used tools: Gemini, Otter.ai

Around-the-desk Productivity

Not every useful AI application is strictly "accounting". Some simply make the professional's life easier, freeing time and attention for higher-value work.

Smarter search & exploration

AI tools are used as "super search engines". They can summarize lengthy articles and legislative documents into a page of key points and implications for SMEs, or compare multiple sources on a question and show points of agreement and divergence.

Travel planning & logistics

AI tools are also used for time-consuming tasks, such as planning travel to conferences or client visits by combining routes, public transport and hotels on a map, factoring in client office locations and meeting times, generating multiple options annotated with price and travel time.

Many AI tools can be used for these purposes.

Data Analysis, Dashboards and Decision Support

Staff time, productivity and internal KPIs

An SMP can use AI to analyze **time-tracking and CRM data**.

- Uploading data exports from the CRM or time-tracking system and asking AI to:
  - compare time spent per employee, per client, per type of work across years (e.g. 2024 vs 2025),
  - identify clients where write-offs or overruns are consistently high,
  - visualize workloads by period, team or service line.
- The tool generates charts and pivot tables in a spreadsheet, which managers then refine and interpret.

Instead of manually building complex formulas or BI reports, the accountant interacts in natural language: "Add a chart that compares the average hourly recovery rate per client group over the last two years."

Used tools: Claude

Client-facing dashboards and calculators

Several bespoke tools have been built in this way, e.g.:

- A **car taxation dashboard** calculates the deductibility of company cars based on changing rules, allowing advisers to quickly compare different vehicle options for clients.
- A **mortgage calculator** compares fixed annuities versus linear repayments, showing total interest paid over time and potential savings; in one example, choosing linear repayments led to an estimated saving of around EUR 10,000 over the loan term.
- These tools were created iteratively by:
  - starting from an existing spreadsheet,
  - asking AI to add calculations, controls and visualizations,
  - refining prompts until the output met both technical and presentation requirements.

Used tools: Claude

Researching tax and accounting questions

Specialized research tools and internal AI "chatbots" are used when interpreting tax and accounting rules:

- A closed internal AI environment is populated with tax legislation and commentaries, internal technical memos, and prior opinions and FAQs.
- Staff can ask focused questions and receive citations to specific articles and paragraphs, a structured explanation, etc.

Because the environment is closed, client confidentiality is protected and the answer set is constrained to vetted sources.

Used tools: blue J LEGAL, taxgpt

Automated Checks and Anomaly Detection

AI is also being used as a "second pair of eyes" for data consistency:

- Datasets (e.g. general ledger extracts, sales and purchase ledgers, payroll files) are uploaded into AI tools that:
  - look for unusual patterns in postings,
  - highlight anomalies (e.g. negative balances, unexpected VAT codes, date inconsistencies),
  - suggest possible explanations or next steps.
- In some cases, simple agent-like workflows are configured so that:
  - every new file is checked automatically,
  - exceptions are logged in a review queue,
  - reviewers document how anomalies were resolved.

A growing number of firms experiment with **"continuous audit" approaches**, where AI monitors transactions during the year and flags deviations early, instead of only at year-end.

Used tools: MindBridge, LEDGER IQ

Trial and Error as a Core Methodology

Rather than waiting for the "perfect" solution, experienced accountants improve at their usage with AI by:

- picking one or two concrete tasks (e.g. drafting emails, summarizing legal acts, monthly dashboards),
- experimenting with different tools and prompts,
- comparing the AI-supported result with their usual method in terms of time saved, quality of output, and review effort required.
- Keeping a mental (or written) list of "go-to" tools for certain tasks, prompts that consistently work well, as well as red flags where AI tends to hallucinate or oversimplify.

Building Personal and Team "AI Literacy"

Over time, this trial-and-error process becomes more structured. Individuals save their best prompts and examples and share them with colleagues. Teams standardize a small set of "approved" tools and define simple rules, e.g.: which data may be uploaded where, what always requires human review, how to log AI-assisted work in documentation. The firm gradually moves from **ad-hoc experimentation ("shadow AI") to intentional, governed usage.**

Takeaways for SMPs and SMEs

- AI is not a single product but an **ecosystem of specialized tools** that can support many moments in an accountant's day: from email and meetings to deep technical analysis.
- The most effective use cases often start small and practical—summaries, draft texts, simple dashboards—and are refined through **systematic experimentation**.
- Human judgment, professional skepticism and governance remain central. AI is at its best when it **amplifies expertise**, not when it replaces it.
- **Security first**: Always prioritize tools with enterprise-grade security, data residency options and closed environments when handling client data.
- **Measure what matters**: Track time saved per task and error rates before/after AI adoption to build internal buy-in and justify investment.
- **Share the knowledge**: Create internal prompt libraries and "tool cheat sheets" so experimentation benefits the whole team, not just early adopters.
- **Stay flexible**: The best AI stack evolves—review tools quarterly as new capabilities emerge and client needs change.
- **Train incrementally**: Start with 15-minute "AI office hours" where staff test tools on real tasks together, building confidence without overwhelming workflows.
- Focus on advisory time: Use time freed up by automation to shift 20-30% of capacity from compliance to strategic client advisory—where firms differentiate most.

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