



Choosing a bookkeeper is an important decision. You need to know you are engaging the services of a professional you can trust, and have the confidence they are accounting for your business accurately. A good bookkeeper will save you money by reducing the amount of detailed work done (at much more expensive rates) by your Accountant.

Tips for Success

(1) Define The Role

Clearly define what it is you want your bookkeeper to do for you. Use your bookkeeper to add value, gaining extra insight into your financial operations. Plus you can save on accounting fees by having your bookkeeper do a more thorough job before it is submitted to your accountant.

(2) Agree on Deliverables

Agree on deadlines for the completion of the work. This way you can be sure you have the information you need when you need it!

(3) Hire an Expert

Some bookkeeping services may appear to be more expensive. They will often have highly qualified people who will add tremendous depth of knowledge to the reports they prepare for you – usually in a shorter time frame than less experienced bookkeepers. This extra efficiency saves you money and means hourly rates work out more cost effectively. Make sure your bookkeeper has expert knowledge in your particular business structure. For example: Do they know how to handle trusts, margin scheme etc.?

(4) Save Money with Better Results

Carefully assess benefits being offered, the old adage 'you get what you pay for' is very true for bookkeeping. Ask for regular reports and updates on the status of your books. Don't make the mistake taking a 'set and forget' attitude.

(5) Choose a Bookkeeper That is Up-To-Date

New legislation has recently been introduced – and changes to accounting and bookkeeping rules change regularly. Make sure you ask your bookkeeper if they have the necessary qualifications and how they remain up to date.

Summary

No matter what size or type of business you are in a bookkeeper should always save you money. Bookkeeping is their area of expertise, utilize their knowledge to your own advantage. It will save you time and provide you with the information you need to grow your business even faster.

For more information on how to use your bookkeeper to save you time, avoid hassles, and reduce your stress contact Dedicated Bookkeeping on (07) 3871 3333 or visit www.dedicatedbookkeeping.com.au

