



## About Us

"If you work with us, we'll become part of the team by offering day-to-day support for your business and helping to keep things running smoothly"

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Are you a small business owner? If yes, then you'll be used to wearing the many different hats that come with owning a business – bookkeeper being one of them!

We're here to wear that hat for you. To take some of the bits you're juggling away so that you can put less time into your books, and more into your business!

We love watching our clients flourish. Maybe you want to hire your first team members? Move from your home office into a professional space? It's all very possible and can happen faster than you think once you free up your time to focus on growth!





WHAT WE OFFER

# Services

## Bookkeeping Services

Our Bookkeeping Services will save you loads of time (and we all know time is money!).

What we do:

- Take all your receipts, invoices and other transaction details.
- Record the information in accounting software using proper accounting methods
- Work with you to make sense of the numbers, for example assigning costs to specific clients
- Save you and your accountant loads of time by taking care of your books for you!
- GST returns - checking and filing with IRD

As well as looking after your books, we can also help you with:

- Solutions to streamline your business workflow
- Payroll services to simplify the way you pay your staff
- Bookkeeping rescue work, tidying up mistakes made, setting up systems so these mistakes stop happening
- Training for small businesses on using accounting software.

## Systems & Procedures

We'll come in and sit down with you and your team to work through your operational, logistical and financial processes. Once we understand how your business works, we can then give you helpful suggestions!

Things a Office System Review can help with:

- Key processes in your business, and seeing where you could make improvements
- Assigning roles and responsibilities – so it's clear who does what, and when
- Collating everything into an operational document – providing a system to work from and refer back to
- Reviewing, enhancing and digitising your processes and systems to help you drive your business goals
- Making sure you're using the right tech to enhance your system – and helping you get set up with the correct tech if you're not!

## Software Used

Xero –Silver Partner  
Workflowmax (WFM) & Practice Manager (XPM)  
MYOB - Partner  
Simpro  
Receiptbank  
Ezzybills  
Hubdoc

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