



ABN: 24 987 304 716

## **Consider the following when choosing a Bookkeeper for your Business.**

Their ability to work with your Accountant

Their skills – technical and personal

Their relevant Qualifications

Their previous Experience – Client Referrals

Can they provide a defined list of tasks to be performed for your Business

Are they able to complete your BAS Preparation or No BAS Preparation

## **Five Questions you should ask before you select a Bookkeeper.**

- 1) Are they readily available and easily contactable when you want to talk to them?
- 2) Will they work co-operatively with your Accountant as opposed to being in competition with them?
- 3) How do they support their local community or those less fortunate?
- 4) Do they operate under a Code of Conduct?
- 5) How do they keep up to date with their industries changing information?



### **Have you got a Shoebox full of Accounts? Worried?**

Colleen can get you sorted, Accountant ready and save you “hours” on Accountant’s Fees. Talk to Colleen NOW on 0433 934 088 or 08 9419 4114