

GUIDE TO HIRE A BOOKKEEPER

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If you have made a decision to contract out your bookkeeping requirements, CONGRATULATIONS! You have identified that you simply cannot do everything yourself and are going to be concentrating what you know best and leaving the bookkeeping side of the business to the professionals. Below are few pointers that will provide a guide to hire a good bookkeeper:

- 1) **Qualification and Experience**: In accordance with the Tax Practitioners Board, it is mandatory for any one providing a bookkeeping service to complete at least a certificate IV in Bookkeeping or higher. If they do not possess the relevant qualification, then you will be wasting your time and finances with them. Also a qualified bookkeeper without any practical experience would be useless, unless you want to be their Guinea Pig where they will be practicing their knowledge to gain experience and skills within the practical work environment. A good bookkeeper should have the relevant qualification and at least few years experience.
- 2) **BAS Agent**: Make sure your bookkeeper is a registered BAS agent, since this will ensure that the candidate has got the appropriate expertise and qualification.
- 3) **Insurances**: According to the new law, it is mandatory that each and every bookkeeper has professional indemnity insurance, ensure you check their insurance policy so that you're not liable for the fines imposed by the ATO for any blunders in your BAS.
- 4) **Basic Knowledge of Your Industry**: Needless to say, they won't and shouldn't be expected to know it all just like you, but it assists when they have a sense of how your industry operates. Numbers are dealt with exactly the same in order to get calculations however in some industrial sectors there might be different factors to be aware of which will be useful to your bookkeeper.
- 5) **Attention to Detail**: Simply because somebody is a bookkeeper does not necessarily mean they may be always detail-oriented. You certainly do not have enough time to double-check their work so ensure the person you hire is skilled enough to deal with the minor details.
- 6) **Hire A Bookkeeping Firm**: A freelance bookkeeper might not always have the time to get things done on the schedule you would like and as per the ATO deadlines. A bookkeeping firm like HS Bookkeeping Service however are going to have number of bookkeepers readily available to manage your requirements and respond to any queries that arise.

- 7) **Flexibility:** Try to hire a company that provides a flexible service which is customized for your particular requirements rather than off-shelf plans which don't often suit your purposes.
- 8) **Ease Of Contact:** If you're a hands-on business owner who spends the working day doing your work then you'll definitely reap the benefits of having the ability to talk to or see your bookkeeper outside work hours.
- 9) **Accounting Softwares:** Bookkeeper should understand modern day business accounting software's and not the old pen and paper type bookkeeping.
- 10) **Personality:** As a business owner, you should be able to talk to your bookkeeper about any concerns you have, so it's essential that they're pleasant and friendly. There's no reason working with a bookkeeper with many years of experience if you're discouraged by their attitude.

Additionally you can judge a bookkeeper by the price they are charging, if you're quoted too low, then the bookkeeper does not value their services and you wouldn't want to do business with someone who isn't confident of themselves. If they have quoted you very high then you'll know that they're taking advantage, any bookkeeper who is quoting you a reasonable and fair price will be honest, reliable and genuine.

If you are looking for reliable and professional bookkeeper, contact HS Bookkeeping Service at sales@hsbookkeepingservice.com.au to find out how we can help you take your business to that next step.