



Small Business Bookkeeper Checklist

Firstly, make sure your bookkeeper is living in the digital age. High-quality bookkeeping is especially effective when combined with lean digital systems.

1. Help Streamline and Modernise Your Systems

A professional, digitally savvy bookkeeper can help with:

- Setting up or optimising **SortMyBooks**
- Automating invoice capture with tools like **AutoEntry**
- Ensuring you are connected to your bank accounts by live feed
- Integrating Stripe, Shopify, or POS systems
- Reducing manual data entry and duplication
- Designing simple processes that save you time

2. Manage Day-to-Day Financial Records

Make sure your bookkeeper agrees to maximise bookkeeping software without needing to duplicate information on spreadsheets or paper systems

A bookkeeper should:

- Help you choose the right bookkeeping software
- Record all income and expenses accurately
- Categorise transactions correctly for VAT and tax treatment
- Reconcile bank accounts, credit cards, and Revolut/Stripe/GoCardless accounts
- Keep your books updated each week or month
- Flag any unusual or duplicate transactions

2. Sales Invoicing, Money Received and Collections

Often, the business owner is the one sending out invoices and possibly recording money received, but a good bookkeeper can ensure accuracy and help manage collections.



- Creating and sending customer invoices
 - Recording customer payments
 - Tracking overdue invoices
 - Sending monthly statements to overdue customers
 - Keeping your Debtors list accurate and current
-

3. Manage Purchases & Suppliers

Most business owners will handle ordering supplies themselves and have no interest in what happens after that.

Your bookkeeper can help you stay on top of this by:

- Entering supplier purchase invoices and expenses
 - Ensuring the VAT reclaim information is accurate
 - Tracking due dates so you avoid late fees or paying too soon
 - Preparing payment runs or giving you a weekly “pay this” list
 - Keeping your Creditors list updated and accurate
-

4. VAT Support

VAT can get complicated — a professional bookkeeper can:

- Ensure expenses are coded to the correct VAT rate
- Review VAT reports generated by your software
- Submit VAT returns through ROS
- Provide reports ready for your accountant if needed

(They don't replace your accountant or the Revenue for VAT advice, but they keep everything clean and compliant.)

5. Payroll Support

Depending on the bookkeeper, they can help with:

- Choosing the right payroll software
- Setting up employees in your payroll software
- Entering payroll data and hours
- Ensuring payroll journals are correctly posted



- Tracking holiday pay, sick pay, and statutory leave
 - Coordinating with your payroll provider or accountant
 - Ensuring reports are filed on ROS
-

✓ 6. RCT (Relevant Contracts Tax) Support

If you're in construction or certain professional services:

- Verifying subcontractors
 - Recording RCT deductions
 - Preparing information for RCT submissions
 - Matching RCT credits in your accounts
-

✓ 7. Monthly Financial Reports

A good bookkeeper should deliver clear, understandable reports, such as:

- Profit & Loss Statement
- Balance Sheet
- Cash Flow Summary
- Aged Debtors
- Aged Creditors
- VAT summary report for the period

They should also be able to **explain these in plain English**.

✓ 9. Keep Your Financial Records Organised

Including:

- A clear digital filing system with receipts, invoices, and statements
 - Monthly bookkeeping checklists
 - Proper backup procedures for financial data
 - Audit-ready documentation
-

✓ 10. Liaise With Your Accountant



It's best when you, your bookkeeper and accountant work as a team. Your bookkeeper can:

- Communicate with the accountant to manage expectations
 - Provide complete, tidy financial records
 - Flag issues early (missing documents, VAT anomalies, etc.)
 - Help implement advice from your accountant
 - Ensure everything is Revenue-compliant
 - Update your bookkeeping software with the year-end adjustments your accountant makes including corporation tax and depreciation calculations
-

✗ What They *Should Not* Do

This helps set expectations clearly.

A bookkeeper generally does **not**:

- Provide tax planning advice (your accountant does this)
- File corporation tax returns
- Replace a payroll specialist (unless they explicitly offer that service)
- Offer legal or HR advice
- Act as a financial controller (unless they have those qualifications)
- Answer the phone
- Feed your dog
- Pick up the kids from school

Your bookkeeping is a fellow professional and should be treated as such.