



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.



SortMyBooks

- 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



SortMyBooks

- 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.