

Bookkeeping services are of vital importance to keeping your business both organised and ahead of schedule when it comes to preparing accounts, submitting returns, and creating business reports. We can help with a range of digital and manual bookkeeping solutions beyond just entering bills and sales invoices. Working closely with all our clients, Plus Minus provide some of the most tailored bookkeeping services London has to offer.

## Why choose a qualified bookkeeper?

The importance of qualified bookkeeping cannot be overstated. A certified accountant is distinguished by their extensive training, proven expertise, and professional association with a regulatory body such the Institute of Chartered Accountants in England and Wales (ICAEW). In short, a qualified bookkeeper is not only more knowledgeable and better-prepared to serve your business, they're also held to higher account by independent committees.

## Accounting and bookkeeping services

The right bookkeeper should have more than a bookkeeping certificate or software knowledge. They also need an accountant's eye to see how your figures will affect the company accounts and tax. Because every business is different we take time doing your bookkeeping to understand you and your company to respond precisely and carefully to your needs.

## We have flexible ways of working with our clients:

- Remote bookkeeping: Plus Minus manage all your bookkeeping from our office.
- On-site bookkeeping: We manage all your bookkeeping from your office.
- Combined bookkeeping: Our team work from our office and visit you regularly using our software, saving you software and hardware costs.
- Supported bookkeeping: You do whatever processing you wish and leave us with the difficult work, both of us sharing the same software.

Plus Minus draw on the collective expertise of our qualified accountants, each with more than 15 years experience in UK. Our accounting and bookkeeping services are tailored specifically to our clients' needs and benefit from our extensive industry-specific knowledge, custom-designed procedures, and on-call specialists.

Taking on employees carries a weight of responsibility, not to mention a substantial time investment, for any business owner. That's why our bookkeeping and payroll services are designed to keep things running smoothly.

## Bookkeeping services

Submitting tax returns on time, which is vital to avoid sometimes vast penalties, is entirely dependent on high bookkeeping standards. At Plus Minus, our bookkeeping and tax services go hand in hand, helping individuals and businesses to plan tax strategies that save them time and money.

We offer bookkeeping services on a fixed fee or hourly basis. We work on Sage, Excel or any other software you may prefer. Our services can include,

- Day to day bookkeeping
- Reconciliation of bank accounts
- Credit control & suppliers' payment
- Running of payroll, payslip preparation, P11D, etc
- VAT calculation & submission of VAT returns
- Management accounts & bespoke management reporting
- Review of interim reporting and active tax advice to mitigate tax liability