

BEFORE HIRING AN OUTSOURCED BOOKKEEPING FIRM



RELIABILITY

The firm should be highly reliable with rich experience in the field of accountancy and bookkeeping. It should have consistently demonstrated integrity under all circumstances throughout various assignments with different clients.

LONG TERM ASSOCIATION

While engaging their services, it should be kept in mind that it takes time for the bookkeeping firm to understand your business, your working style and also to build a rapport. Hence longer the association, more the trust and quick turnaround time.

CUSTOMISED SERVICE

Apart from collecting, categorizing and reconciling the financial data and preparing P&L statements, Balance sheets etc for you, the firm will also customise books of accounts for your quick reference at any time of the year.

SECURITY

Utmost care to be taken while appointing such firms, as sensitive data needs to be shared. Testimonials should be asked for in order to know how the firm has safeguarded data of existing clients.

TECHNOLOGY

With the rapid advancement in technology, the outsourced firm must adopt the latest technologies and also adapt to the constantly developing business world. It is mandatory that they know how to operate various bookkeeping softwares such as SAGE, Xero, Quickbook etc.

EASY ACCESSIBILITY

In today's world, it is important that the outsourced bookkeeping services are available to you 24x7 via different modes of communication for prompt and smooth flow of information.

ACCURACY

Accuracy in a bookkeeper's work saves a lot of time. He should be up to date and equipped with the latest information and knowledge of accounting procedures, taxes, new regulations, and other rules that keep changing.

KNOWLEDGE OF INDUSTRY

This is required while looking for an outsourced bookkeeper as the accounting procedures may differ from industry to industry. He should be thoroughly well versed with the differences in the industry in which your business operates.