



# A guide to outsourcing your bookkeeping

Isn't it time you did something different?

Hawsons Chartered Accountants

[www.hawsons.co.uk](http://www.hawsons.co.uk)


Hawsons is a member of  International. A world-wide network of independent accounting firms and business advisers.

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## INTRODUCTION

Running a successful small business usually means you are focused on looking after your customers, growing sales and improving profitability.

It also means you are on top of your finances with up-to-date, accurate information, so that you can make good decisions, improve profits and manage your cash flow.

As your business grows, one of the key decisions you have to make is where to spend your valuable time. Quite rightly, the focus is often on sales; as the more time you spend on sales the faster your business will grow.

Business owners often come to the conclusion that they can make more money by spending their time on sales and marketing and not doing bookkeeping and accounting, even if they have to pay someone else to do the bookkeeping for them.

If you aren't spending enough time on growing your business or you are finding it difficult to find the time to 'do the books', and to do them correctly, then maybe it's time you did something different.

There are many advantages that come with outsourcing your bookkeeping and accounting. Our team of specialists have prepared the following information to highlight the main areas in which you could benefit.



**“THIS IS A ROUTE  
THAT CAN LEAD TO  
FASTER GROWTH  
FOR THE FIRM”**

## Spend more time growing your business

On the one hand you know you need accurate financial information, and on the other hand you also know that the more time you spend bookkeeping, the less time you spend growing your business.

During the early stages of development, many business owners have to be 'Jack of all trades', but one of the most stressful and difficult tasks business owners try to master is bookkeeping. Hawsons can help relieve this stress. After all, you chose to run a business, not to become an accountant.

Hawsons can do the bookkeeping for you so you have the information to make decisions about your sales, profit margins, overheads and stock as well as giving you the information about your cash flow and the money due from and to both customers and suppliers.

This will give you the opportunity to spend your time more effectively; as the more time spent on sales, the faster your business will grow.

## Up-to-date, timely information – 24 hours a day

Many of our clients are using cloud accounting software to give them up-to-date and timely information. Cloud accounting software runs 'on the internet' so is accessible at anytime, anywhere in the world where there is internet access.

This brings considerable advantages, especially when making difficult decisions about the future of the business. Find out more: [www.hawsons.co.uk/cloud-accounting](http://www.hawsons.co.uk/cloud-accounting)

Having the opportunity to access up-to-date financial information anytime, anywhere ensures you make informed decisions based on the facts.

**“MAKE SURE YOUR FOCUS IS ON SALES AND MARKETING – NOT BOOKKEEPING”**



## “Doing the books” and VAT can be a stressful experience

Small business owners often find doing the bookkeeping, the VAT returns and getting the books ready for the accountant at the year end is a time-consuming and stressful experience.

These jobs always seem to need to be done at a time when you have more important things to be doing, such as pitching for a new customer or solving issues with your suppliers. This usually ends up with business owners ‘burning the midnight oil’ instead of using all of their energy to look after the business and help it grow

Having Hawsons look after your bookkeeping and VAT returns takes away all the accounting stress. Instead, you get the information you need and all your compliance issues are dealt with.

**“STOP  
BURNING THE  
MIDNIGHT OIL”**



## Get practical advice from experts

As well as providing the financial information you need to run your business, we will also explain and discuss your accounts with you so that you know how your business is performing and can make any changes you need to increase your profits.

We also provide expert advice when you need it, spotting things before they go wrong and identifying opportunities for your business.

Since we get close to our bookkeeping clients we have a deep understanding of their business. This helps us identify opportunities for tax and VAT planning, tax efficient profit extraction and cost savings, as well as spotting early warning signs on future cash flow problems, margins, overheads and so forth.

Using cloud accounting, Hawsons can access your accounts and act as an extra pair of eyes on your business. We use our experience to help you make your business better. Just as importantly, because we do this throughout the year you can resolve your business problems as and when they arise. If you only see your accountant once a year it can sometimes be too late to solve the problem.

## Outsourcing to Hawsons

Hawsons provide a complete bookkeeping service, tailored to your needs. We do the bookkeeping and accounting for you and take away the headache. We also provide you with timely, accurate financial information letting you concentrate on developing your business.

All you need to do is send us your information electronically using our secure encrypted transfer system. We will check your information and prepare your monthly or quarterly management accounts. We will then discuss your accounts with you and help you grow your business and overcome any issues you may be having.



**“HAWSONS IS SET UP TO HAVE THE SMARTEST ACCOUNTANTS, USING THE SMARTEST SOFTWARE, IN THE SMARTEST WAY”**

## The way we work

We tailor our service for each client, taking into account your needs and the best technology to carry out the job in the most efficient way. This often involves cloud accounting software and using scanning technologies so we provide you with an excellent service at an affordable price.

You may wish to hand everything over to Hawsons or you may prefer to have Hawsons deal with just part of the work, for example, your VAT returns and management accounts, the choice is yours.

Since we have experience of all the leading traditional and cloud accounting software solutions including Xero, Sage, KashFlow, FreeAgent and QuickBooks, we will work with you to select the most suitable software for your business and accounting needs.

We will help you with set up and training, and if a cloud solution is chosen you won't need to worry about taking backups or installing updates as these things will all be done for you.

For more information visit [www.hawsons.co.uk/cloud-accounting](http://www.hawsons.co.uk/cloud-accounting)

**Here you will find details on cloud accounting, the different cloud service providers and answers to questions such as: how secure is cloud accounting?**

## SUMMARY

If you would like a free, no-obligation quote for our bookkeeping and accounting services please get in touch.

As part of our discussions with you, we will carry out an 'Efficiency Health Check' to look at how you currently handle your bookkeeping, accounting and administration processes. Where we see opportunities to streamline things saving you time and money, we will discuss the options with you.

You can then look at how you currently work and compare it to how Hawsons would provide the services so you can see how much time you would save and the value for money we provide.

To take advantage of this opportunity, please contact your usual Hawsons representative.

Find more at: [www.hawsons.co.uk/bookkeeping](http://www.hawsons.co.uk/bookkeeping)

### Not yet a Hawsons client?

We offer all new customers a free initial, no-obligation consultation.

This consultation will enable you to have a detailed discussion about your business and how Hawsons can help you.

**Please contact your local office for more information.**

**Contact details on page 7.**



**“HAWSONS IS ONE OF THE OLDEST FIRMS OF INDEPENDENT CHARTERED ACCOUNTANTS IN ENGLAND”**



## OUR SPECIALISTS

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