

Finance administrator, bookkeeper or accountant?

Whatever kind of back-office financial support you need, Get Ahead are here to help. But what level of expertise do you need?

Finance administrator

My role is all about data and communication. I raise invoices, answer queries and chase payments on a daily basis. I can manage expenses and reconcile banking in apps like Xero and Quickbooks. I keep financial records and generate reports. At regular points during the financial year, I submit financial records to accountants.

Bookkeeper

I do everything a finance administrator does, but I can analyse figures as well as generating them. I record and monitor transactions and reconcile your accounts, ensuring that every payment has a corresponding receipt or invoice.

Accountant

Accountancy covers financial reporting and compliance, including tax and auditing. Let me help you look at business finance in detail and check you've followed all the regulations you need to. You might only use my services once a year, and then only if your turnover is above a certain threshold.

If you're ready to outsource, Get Ahead are here to help!
Contact us on 01483 332 220 to find out more.

www.getaheadva.com



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