



Bookkeeping Services

STAY ORGANIZED, STAY PROFITABLE.

- ✓ Monthly Bookkeeping
- ✓ Bank Reconciliation
- ✓ Payroll Processing
- ✓ Financial Reporting

Get a Free Consultation

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Company Profile

Professional Bookkeeping Services Built on Experience, Trust and Personal Attention

About the Business

With 32 years of experience in the bookkeeping and financial administration industry, we provide reliable, accurate and personalised bookkeeping support to businesses that value professionalism, consistency and peace of mind. Our approach is built on more than technical knowledge; it is built on long-standing relationships, practical understanding and a genuine commitment to helping each client manage their financial records with confidence.

We understand that every business is different. Each client has individual needs, unique challenges and specific goals. That is why we take the time to understand your business personally, offering bookkeeping services that are accurate, dependable and tailored to your day-to-day requirements.

Our Experience

Over more than three decades in the industry, we have gained valuable insight into the importance of organised financial records, timely reporting and clear communication. This experience allows us to support clients with confidence, efficiency and a practical understanding of what businesses need from a trusted bookkeeper.

Our role is to take the pressure off business owners by helping them stay on top of their bookkeeping responsibilities, giving them more time to focus on running and growing their business.

Sole Proprietor: Jacqueline Reed
Bookkeeping Services



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Core Values

- **Integrity:** We conduct every aspect of our work with honesty, confidentiality and professionalism.
- **Accuracy:** We believe that reliable financial information starts with careful attention to detail.
- **Accountability:** We take responsibility for the quality of our work and the trust our clients place in us.
- **Personal Service:** We treat every client as an individual, taking time to understand their needs and expectations.
- **Reliability:** We are committed to consistent service, clear communication and dependable support.
- **Respect:** We value long-term relationships built on mutual respect, transparency and trust.

Our Client Commitment

We are committed to providing personal attention to every client's individual needs. We believe that a healthy working relationship is essential to successful bookkeeping, and we make it a priority to build that relationship through trust, communication and consistent support.

Our promise is to listen carefully, respond professionally and provide a service that supports both your business and your peace of mind. We aim to create a bookkeeping experience where clients feel valued, understood and confident that their financial administration is in capable hands.



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Services Offered

- Monthly bookkeeping and financial record keeping
- Capturing and reconciling financial transactions
- Bank reconciliations
- Debtors and creditors administration
- Management reports and financial summaries
- Payroll administration support
- VAT and statutory administration support where applicable
- General financial administration assistance

Why Choose Us

Choosing the right bookkeeper means choosing someone you can trust with the financial foundation of your business. With 32 years of experience, a strong commitment to accuracy and a personal approach to client service, we offer dependable bookkeeping support that is both professional and relationship-driven.

We do not believe in a one-size-fits-all service. Instead, we focus on understanding each client's circumstances and providing practical support that suits their business needs.

JST BOOKKEEPING SERVICES
ACCOUNTING • TAX • PAYROLL • FINANCIAL REPORTING • COMPLIANCE

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Short Course Value Added Tax