

Duties typically carried out by Bookkeepers & Accountants. You will notice that some tasks overlap.

<b>BOOKKEEPERS</b>	<b>ACCOUNTANTS</b>
Process purchase orders	
Process expense claims	
Issue sales invoices	
Filling & document management	
Chase customers payments	
Reconcile the bank account	
Post journal entries	
Prepare & file VAT Returns	
Run the payroll	
Prepare sole traders accounts	
Prepare sole trade Self Assessment Returns	
	Prepare limited company accounts
	Corporation Tax Returns
	Calculated Capital Gains Tax
	Prepare complex Self Assessment Tax Returns
	Prepare Management Accounts
	Prepare Buisness Plans & Cashflow Forecasts
	Advise on buisness structure
Provide basic tax advice	
	Provide specialist tax advise

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