



Background

After 22 years of providing Investment, Accountancy and other Financial Services to a varied client base in the South of England Thomas & Shona Paxton have returned to Scotland and are now, from a base close to Huntly, providing a range of services to support Individuals & Small Businesses locally.

As an actuary and accountant they have run their own small business (P&A) for over 14 years. For many years highly regulated by the FSA , P&A is at the forefront in terms of ICT hardware, software and internet technology.



Paxton & Associates Limited

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- ▶ Bookkeeping, ICT & other Financial Services



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Bookkeeping

Maintaining accurate and timely financial records is key to the success of any business from the sole trader to a multinational PLC. Many smaller businesses struggle to perform this function alongside their core business activities. Indeed this role is often delegated to an inexperienced member of staff or performed by the proprietor / manager outside normal business hours.

P&A has an in depth experience of the issues involved and can provide the expertise necessary to help the business achieve their Financial Reporting Requirements without any sacrifice in Lifestyle.



Some of the services P&A offer include:

- Regular Bookkeeping Services either on your premises or remotely
- Installation and Configuration of Accounting Systems
- Training
- Integration with external systems of Customers and Suppliers

Information & Communications Technology (ICT)

The use of computer technology can be a major plus for any business but if not properly installed and maintained can turn out to become a bigger problem than the issue it was intended to address.

Most accounting systems can provide all the functionality that a business requires but they do have to be configured (and possibly adapted) to meet the specific requirements of that business.

Once the system is installed and running to the business's requirements it is essential that systems and processes are put in place to ensure the security and integrity of that data.

P&A can help a business to:

- Select an appropriate accounting system
- Configure that system for your specific requirements
- Ensure that the financial information remains secure and accurate



Liaison with other Professional Services

Once the business has accurate and timely financial information available this can be used, and relied upon, by a number of different parties in order to enhance the profitability of the business—either by increasing revenues or reducing costs.

In addition to the basic bookkeeping services P&A can:

- Liaise with Accountants/ Auditors with a view to reducing fees for the year end work
- Help the business prepare budgets and forecasts
- Support the business in discussions with other Professional Services

Please contact us for further information with no obligation:

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