



Josie Dayment  
Bookkeeping LTD

MICB PM. Dip

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Qualified Bookkeeper  
and  
Xero Advisor

# ABOUT US

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Josie Dayment is a MICB PM.Dip qualified bookkeeper and certified Xero advisor with over seven years of hands on experience. Specialising in working with sole traders and limited companies, particularly those led by female creatives. Josie provides expert bookkeeping services that save time, reduce stress and help businesses to grow.

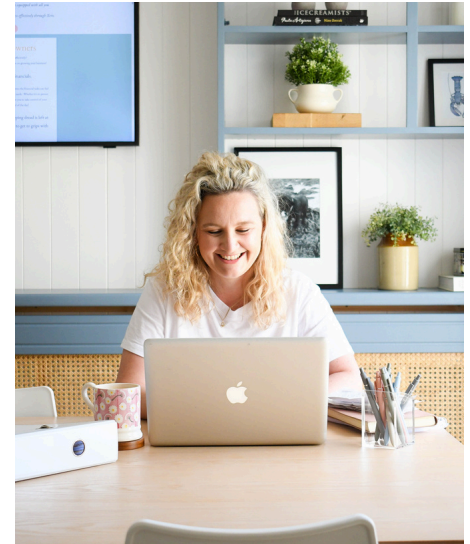
Josie believes that having a bookkeeper on your team should be about more than submitting VAT returns and managing receipts. She works closely with her clients, regularly talking to them about their figures so they fully understand their financial position.

With a background as a qualified teacher, Josie goes beyond just managing the numbers. She's passionate about teaching business owners how to take control of their finances, break down financial jargon and implement proven systems that bring clarity and peace of mind. Her approach makes managing your books simpler and less stressful so you can feel organised and confident about your future financial decisions.

When Josie isn't balancing the books, she enjoys spending time with her husband, two children and their Labrador, Rocky. You'll often find them strolling along the beautiful beaches of the South Hams or embarking on yet another DIY project.

With Josie you get more than just a bookkeeper, you gain a knowledgeable advisor who is passionate about helping you and your business thrive.

# OUR QUALIFICATIONS



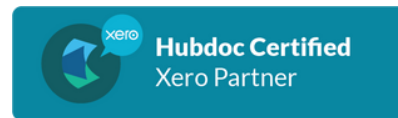
Xero payroll  
certified



Professional  
services  
specialist



Xero cash flow  
specialist



Retail and  
ecommerce  
specialist



Xero  
migration  
specialist



Practice Licence  
24609



# WHAT WE DO

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You started your business with passion and creativity, eager to bring your unique vision to life. However, the demands of running a business have left you:

- Buried in paperwork, with admin taking over your time.
  - Stressed about compliance deadlines, worrying about what might have been missed.
  - Uncertain about your financial position, making important decisions feel risky
  - Short on time, being pulled away from what you love most.
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At Josie Dayment Bookkeeping Ltd, we deliver a **gold standard service** that takes the stress out of managing your finances. What sets us apart?

- ✓ **Clarity and Confidence:** You will always know where your business stands financially.
- ✓ **Precision and Compliance:** Every detail is handled with accuracy, ensuring nothing is overlooked.
- ✓ **Tailored Support:** Our service is designed to meet your unique needs, giving you the tools and insights to grow.
- ✓ **Seamless Experience:** With cloud-based tools and expert guidance, your bookkeeping is efficient and hassle-free.

[BOOK A CALL](#)



# HOW WE CAN HELP

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Imagine a business where your finances are always in order, deadlines are never missed, and you have a clear understanding of your financial health. This is the transformation we offer. Solving your pain points isn't just what we do—it's what we excel at.

## **Reclaim Your Time**

By entrusting us with your bookkeeping, you gain back hours to do what you love. Enjoy the relief of having a trusted partner handle your financial details and take on your financial paperwork.

## **Embrace Financial Clarity**

Our expert bookkeeping services ensure your financial records are meticulously managed and compliant. You'll never worry about missing an important deadline again.

## **Make Decisions with Confidence**

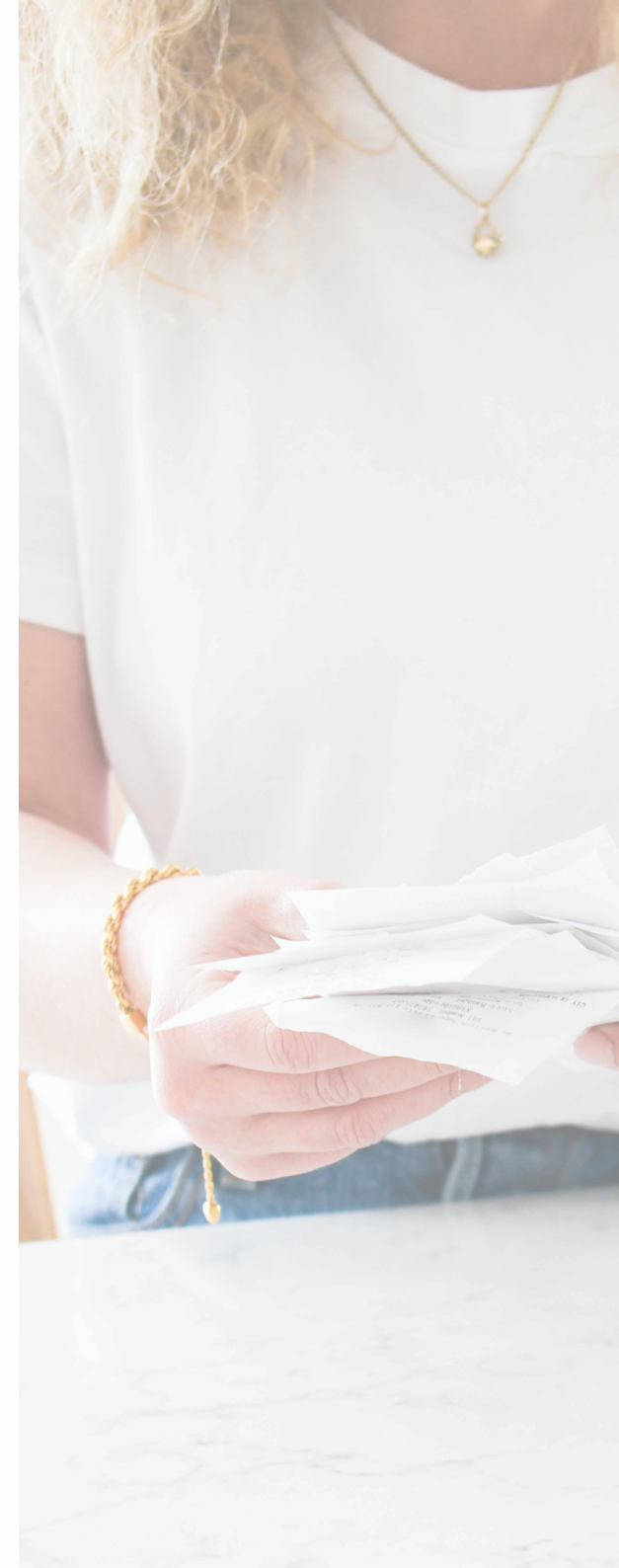
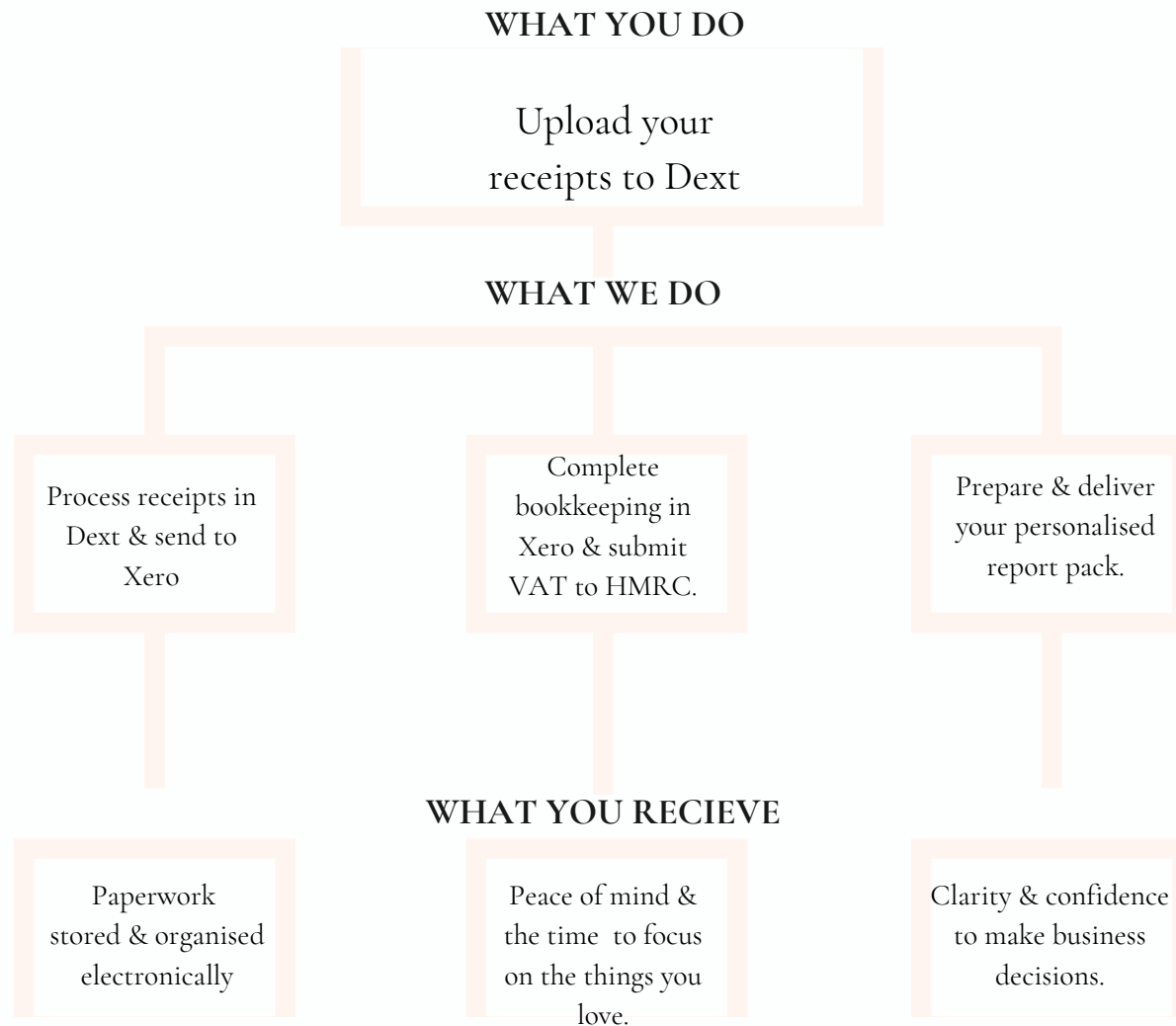
Our clear, jargon-free reports give you the insight needed to plan for the future. Receive detailed monthly reports and insights from us empowering you to steer your business with confidence.

[BOOK A CALL](#)



# OUR PROCESS

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# SOFTWARE

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**Dext** Handling receipts can be a challenge, but with Dext included in all our bookkeeping packages, we make it simple for you. Our expertise ensures you can easily upload receipts to us via photo, email, or drag and drop at the moment of purchase. Say goodbye to lost receipts and paperwork stress, as each document is securely stored and linked with Xero transactions for simple filing and record keeping.

**Xero** We are proud to be a Xero-only practice, using the best in bookkeeping software for our clients. With Xero, you can create and send invoices, automate reminders, and access comprehensive financial reports with ease. You can also VAT returns directly to HMRC. New to Xero? Don't worry, we'll get you set up and teach you how to use the software so that you can stay organised and gain back time.

**Float** We use Float to help you manage your cash flow and plan for the future. Float offers a 12-month cash flow forecast which are linked to Xero, providing real-time financial insights. We will work together to create budgets, test different scenarios, so you can make your business decisions with confidence.





# OUR SERVICES

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## Gold Standard Bookkeeping & VAT Services

*Monthly fee from £150 excl. VAT per month*

At Josie Dayment Bookkeeping Ltd, we believe bookkeeping should do more than just keep your financial records in order—it should help you grow your business with confidence.

Our bookkeeping services are designed to take the stress out of managing your finances, save you time, and give you complete clarity. With our expert support, you can focus on what you do best while we handle the rest.

- ✓ Accurate and Reliable: Every transaction is recorded with precision, giving you complete confidence in your financial data.
- ✓ Stress-Free VAT: If you're VAT registered, we'll handle everything, ensuring compliance and on-time submissions.
- ✓ Personalised Support: Regular check-ins ensure we're always aligned with your needs and ready to provide tailored advice.
- ✓ Peace of Mind: Know your finances are accurate, compliant, and always accessible when you need them.

[BOOK A CALL](#)



# OUR SERVICES

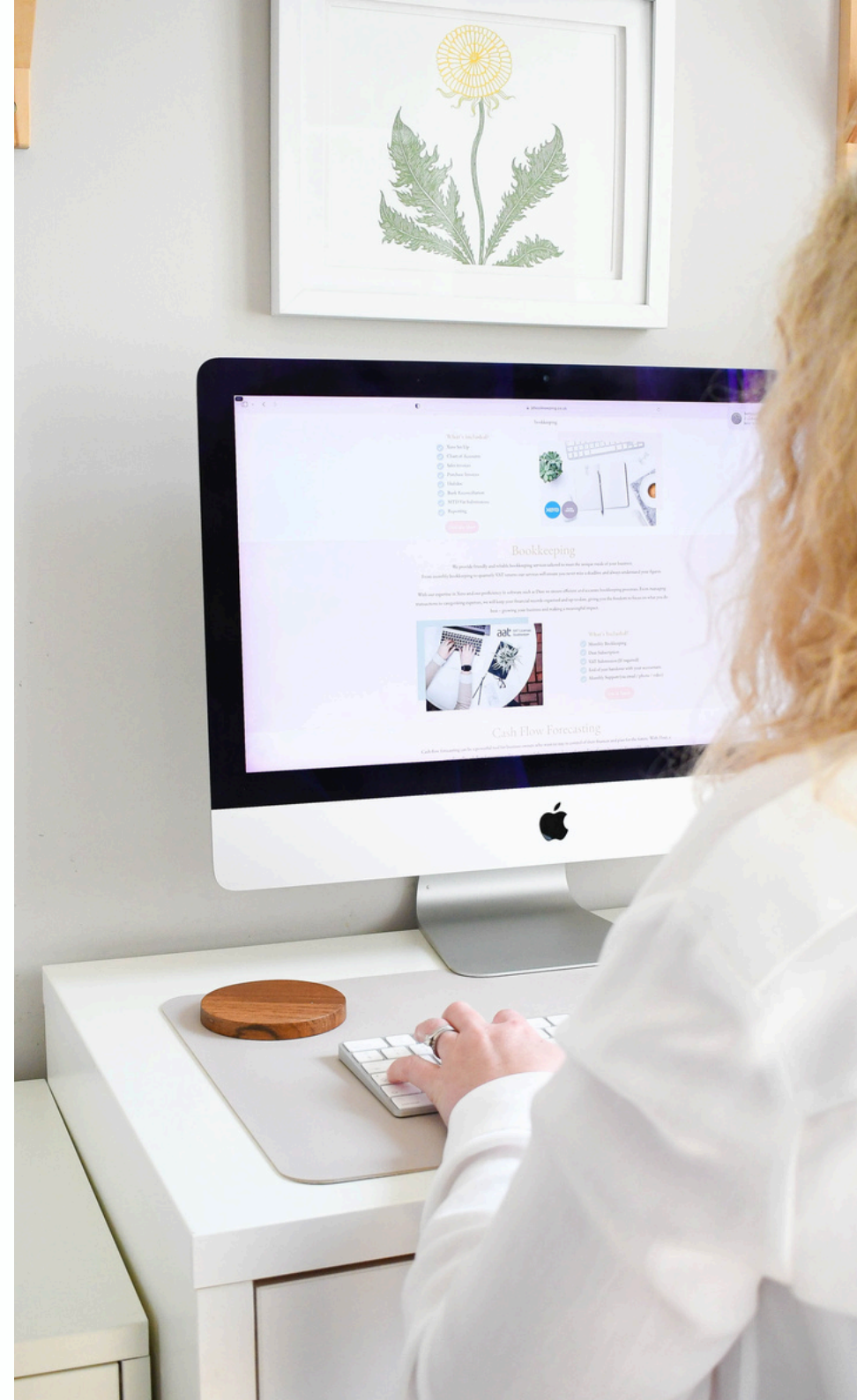
## Tailored Financial Reporting

*From £100 excl. VAT per Report Pack*

Understanding your business's financial health shouldn't feel overwhelming. We deliver clear, tailored financial reports that give you a true picture of your performance helping you focus on making the best decisions for your business.

- ✓ Clarity and Simplicity: No jargon—just easy-to-read reports tailored to your needs.
- ✓ Comprehensive Insights: From profit and loss to cash flow and budgets, we cover every aspect of your performance.
- ✓ Real-Time Information: With Xero, your reports reflect the current state of your finances.
- ✓ Personalised Support: Regular check-ins to discuss your reports and ensure they work for your goals.

BOOK A CALL





# OUR SERVICES

## Cash Flow Forecasting

*From £150 per Forecast excl. VAT (includes a Report Pack)*

Not knowing whether you can afford something can create uncertainty and hesitation when making important business decisions. Our cash flow forecasting service provides a clear and precise view of your future finances, helping you stay in control, make informed decisions and keep your business on track.

- ✓ Confident Decisions: Know whether you can afford to hire new staff or expand your marketing budget.
- ✓ Track Spending: Review budgets versus actual spend and keep an eye on spiralling costs.
- ✓ Tailored to Your Needs: Forecasts designed specifically for your business and its unique goals.
- ✓ Stay Ahead of the Game: Plan for growth with confidence with forecasting predicting the next 12 months

BOOK A CALL





# XERO TRAINING

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## Virtual Xero Training

*Prices start from £400 excl. VAT*

If you are new to Xero and not sure where to start our 1-to-1 training sessions are designed just for you. As certified Xero advisors, we'll guide you step-by-step, making the software easy to use and tailored to your business needs.

- ✓ Create and manage invoices with ease
- ✓ Reconcile bank transactions quickly and accurately
- ✓ Handle VAT returns confidently
- ✓ Generate financial reports to track performance

Our training is available virtually UK wide or in-person within the South Hams, Devon.

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## Bookkeeping Power Hour

*£100 excl. VAT per hour*

Need quick advice or a fresh perspective on using Xero more efficiently? Ideal for business owners who don't need full training but want to know how they can make the most out of Xero, our Xero MOT is a focused, one-on-one session designed to answer your questions and fine-tune your Xero processes

- ✓ Clarify tricky Xero features
- ✓ Streamline reconciliation and reporting
- ✓ Get tips to save time and improve efficiency
- ✓ Ask us the questions you need answers to.





# CLIENT TESTIMONIALS

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*"Josie has become a core member of our team offering excellent support to ensure our finances are up to date. She is very thorough and we have full confidence everything is being done to an excellent standard."*

*We have monthly budget planning and cash flow forecast calls, which has been essential with our future planning and having confidence with our decisions."*

*"We are a young business, so we have learnt a lot from her!"  
Josie is clear, thorough and an absolute joy to work with! We couldn't recommend her more."*

Isabella Valencia- Pelican House Ltd

*" I have been working with Josie for a few years. She is incredibly reliable, efficient and a pleasure to work with! Couldn't recommend her more for your bookkeeping needs."*

Venetia Berry

# OUR PRICING

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We understand that knowing what you'll pay each month is essential for your budgeting and peace of mind. That's why our pricing is straightforward and fixed, with no hidden fees or unexpected costs. Here's everything you need to know about how our pricing works:

## **Fixed Monthly Cost**

We offer a clear, fixed monthly fee, with monthly bookkeeping services starting from £150 excl. VAT per month. This means you know exactly what you'll be paying each month, with no surprises or hidden costs.

## **Pricing Based on Your Needs**

Our pricing is determined based on several factors, including the number of transactions, the size of your business and the services you select. We tailor our services to fit your specific needs, ensuring you receive the right level of support for your unique situation.

## **Get Your Personalised Quote**

Ready for a stress-free bookkeeping experience? Contact us today to receive your personalised quote and find out exactly how we can help you manage your finances with clear, fair pricing. [Request Your Quote Now](#)







# NEXT STEPS

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Let's get your finances back in order -

- ✓ Reclaim time
- ✓ Embrace Financial Clarity
- ✓ Make decisions with Confidence

Book a discovery call today and let's talk through your current systems and processes and see what we can do to take your business to the next level.



SCAN HERE







LET'S GET IN TOUCH

[WWW.JDBOOKKEEPING.CO.UK](http://WWW.JDBOOKKEEPING.CO.UK)

8 Higher Island  
Blackawton  
Totnes  
TQ9 7BX

[josie@jdbookkeeping.co.uk](mailto:josie@jdbookkeeping.co.uk)  
[@josiedaymentbookkeeping](https://www.instagram.com/josiedaymentbookkeeping)

