



FACT SHEET

Why choose an ICNZB Bookkeeper

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Running a business is a juggling act. At any one point in time there are finances to keep track of, books to stay on top of, cashflow to manage, future growth to be budgeted for, and regular performance reviews to be carried out. And all the while, it's important that business owners stay compliant and make smart decisions in real time.

That's where a great Bookkeeper becomes invaluable.

What is the role of a Bookkeeper?

A Bookkeeper plays a vital role in keeping your business financially organised and running smoothly. They manage and reconcile transactions, maintain accurate financial records, process invoices and payments, handle payroll, and ensure obligations like GST and PAYE are correctly recorded and ready for filing.

Beyond the basics, a great Bookkeeper keeps your books up to date in real time, monitors cashflow, and provides regular financial insights.

But, when it comes to choosing the right person for such a critical role, not all Bookkeepers are created equal.



Choosing an Institute of Certified NZ Bookkeepers (ICNZB) Certified Bookkeeper® or Master Bookkeeper™ gives you confidence, capability, and peace of mind."

Benefits of working with an ICNZB Bookkeeper

Industry recognised

ICNZB members meet strict entry criteria and professional standards. That means you're working with someone who has proven skills and is committed to doing things right. Many members also hold certifications in leading cloud accounting platforms like Xero and MYOB, ensuring they can support modern, digital-first businesses.

Up to date support

Tax rules, payroll legislation, and reporting expectations continue to evolve. ICNZB Bookkeepers stay current through ongoing professional development, so your business stays compliant. From GST and PAYE to real-time financial visibility, they help ensure nothing slips through the cracks.

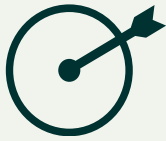
Trusted and accountable

Every ICNZB member signs and adheres to a strict Code of Ethical Conduct. That means integrity, confidentiality, and professionalism are non-negotiable. When someone is handling your finances, that level of trust matters.

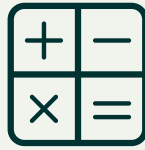


A professional Bookkeeper doesn't just "do the books". They're strategic in their thinking, detailed in their approach, and meticulous in ensuring your financial information is accurate, giving you more time and confidence to focus on growing your business."

Choosing an ICNZB Bookkeeper gives you



Accuracy






Expertise



Peace of mind

How to find an ICNZB Bookkeeper

Visit the ICNZB directory of Certified Bookkeepers. All listed members in this directory hold either Certified Bookkeeper or Master Bookkeeper membership and have:

-  Met professional standards, as set by a recognised professional body.
-  Passed an assessment to demonstrate their knowledge in bookkeeping.
-  Have agreed to be bound by a Code of Ethical Conduct.

Find an ICNZB Bookkeeper

www.icnzb.org.nz/find-a-bookkeeper

Phone: 0508 422 692

Email: info@icnzb.org.nz

PO Box 106910 Auckland,
Auckland City 1143

Disclaimer: Information is correct as of May 2026

