



**JBS**  
LEGAL ACCOUNT  
SOLUTIONS

*“When it absolutely has to be right...  
JBS LAS are your fully qualified, compliant trust account solution!”*

## **We have the Solution for You!**

### **I have an accounts clerk / bookkeeper, how can your services assist me?**

JBS LAS can provide back-up to your current bookkeeper in busy times or during periods of leave. We can also provide assistance on an adhoc basis to allow separation of duties in instances where one person is responsible for administering the accounts.

### **I have anomalies in my trust account and I'm not sure what to do?**

JBA LAS staff are fully competent and up to date with trust account regulations. Our staff are responsible for administering numerous legal firm trust accounts throughout Brisbane for both small and mid-sized firms. We have specialists who excel in investigating trust account imbalances; actioning unrepresented trust account cheques and identifying and actioning of stagnant balances.

### **The QLS is coming to audit my trust account, can you help me prepare for the audit?**

JBS LAS can assist in getting your trust account in order prior to a trust account audit and put processes and systems in place to ensure compliance moving forward. We do a check of your trust account to find any anomalies; reconcile the account to the cashbook and bank statement; ensure required reports are in order and readily available; identify any unrepresented cheques and take action to rectify these; identify any stagnant balances and action them. We can communicate with the QLS on your behalf to discuss any anomalies and advise course of action in ensuring trust account compliance moving forward.

### **I need help with my payroll, can you assist?**

JBS LAS administer payroll for a number of legal firms ranging from sole practitioners to mid-sized firms with payroll of up to 50 people. We use your software or ours to provide an efficient and effective payroll solution.

### **I am thinking of starting my own law firm but the administration is overwhelming. Where can I turn?**

JBS LAS specialists have assisted many firms during their start-up process. We assist with structure; registration; compliance and insurance; sourcing premises; furniture and equipment; computer hardware/software; practice management and document management systems; logo; branding; stationery and website; bankers; accountants and other third party providers. We provide the total solution to ease the burden from you so you can concentrate on securing your client base.

### **My accountant is chasing me to finalise my tax return but I don't have the time to get everything together.**

JBS LAS can assist in getting your financials ready to deliver to your accountant so they can finalise your tax returns. We complete all reconciliations, pay summaries and compliance reviews. We review treatment of capital items, bad debts and liabilities to assist your accountant in maximising your tax returns.

## Our Services Include



## Why Choose JBS LAS for your Business?

JBS Legal Accounts Solutions are specialists in the provision of quality Legal Bookkeeping, Practice Management and BAS services. We have a highly regarded reputation for providing quality and timely professional services to our clients. We have a team of highly qualified bookkeepers with experience in a range of legal and non-legal accounting software packages.

Our business is designed to operate at optimal efficiency without sacrificing service, quality and attention to detail. We aim to develop and maintain a close working relationship with you and you can expect exceptional technical knowledge, personal qualities and work ethic from our team.

Our strong corporate structure aids in setting us apart from our competitors, together with:

- ✓ Building a detailed understanding of each clients activities.
- ✓ Meeting all compliance obligations & bookkeeping requirements.
- ✓ Developing tailored packages to suit our clients needs.
- ✓ Preparation of financial record keeping in conjunction with key external advisors including accountants, lenders, financial advisors.
- ✓ Developing & maintaining strong client relations & adding value to our clients by delivering effective solutions.
- ✓ An experienced & skilled team dedicated to ensuring our clients receive value & quality.
- ✓ Focusing on problem solving & innovation, not just cost cutting & compliance.
- ✓ Staff who are supported by continued team training & development.

## Leeann Moore

With more than 16 years' professional experience in accounting and legal practice management, Leeann's solution-oriented approach and commitment to continuous improvement ensures the best possible outcomes for clients.

Leeann is an honest, straight shooter with a witty and logical character. Her spirited approach and decisive character ensures consistently clear and decisive action.

Leeann's experience in financial management, legal practice management and compliance provides clients peace of mind, knowing that they are meeting all of their accounting and compliance obligations.

[leeann@jbslas.com.au](mailto:leeann@jbslas.com.au) P 1300 739 424 | M 0408 062 172

## Margaret James

Margaret's skills and experience in corporate level business management and accounts solutions spans across a variety of industries and her expertise has provided a solid platform from which to build and grow JBS to the business it is today.

With more than 18 years' experience in bookkeeping and more than 13 years' specifically in legal bookkeeping, she has used her trust audit expertise to work concurrently with the Queensland Law Society to complete numerous audits.

Margaret has successfully implemented a number of systems to streamline the efficiency of record-keeping within these firms, ensuring compliance in their trust accounts. Margaret is a down to earth character with a calm temperament combined with her strong work ethic, floes through everything she does with precision. A logical thinker, Margaret's strength lies in her ability to process information methodically and get things done in a systematic manner for her clients.

[margaret@jbslas.com.au](mailto:margaret@jbslas.com.au) P 1300 739 424 | M 0423 204 843

## Cheryl Davie

Cheryl's experience from a diverse range of industries including Retail, Accounting and Human Resources, enables her to bring an 'out of box' approach to bookkeeping.

Her passion and creativity ensures that Cheryl applies innovative solutions to managing her clients bookkeeping needs and requirements. Cheryl's strong communication skills and client relationship management ensures she provides clients with excellent service.

[cheryl@jbslas.com.au](mailto:cheryl@jbslas.com.au) P 1300 739 424 | M 0423 777 547

## Jan Boulton

Jan's expertise comes from a career spanning over thirty years providing high end bookkeeping and compliancy services for a wide range of organisations. She brings experience extending from the legal industry, not-for-profit organisations, and a range of medium to small enterprises.

Jan is the master of detail, there is nothing that gets past this eagle eye. Jan's thoroughness coupled with her calm influence, ensure that no challenges within any accounts system or accounts operation go unresolved.

Jan is kind and considerate with a contagiously happy and positive disposition. Jan's clients describe her as genuine and professional and they love her diligence and organisation.

[jan@jbslas.com.au](mailto:jan@jbslas.com.au) P 1300 739 424 | M 0431 378 004

***“Together we are the leading force  
in supportive, innovative and  
professional Legal Account  
Solutions”***



## Affiliations & Memberships



Association of Taxation & Management Accountants  
The Small Business Professionals



TAX PRACTITIONERS BOARD



Australian Institute of Management



Australian Human Resources Institute



ALPMA  
Australian Legal Practice Management Association



Queensland Law Society



## Partnerships



The JBS LAS team have extensive experience using a range of legal and non-legal accounting software packages including:

- |                 |                   |              |                          |
|-----------------|-------------------|--------------|--------------------------|
| ✓ LEAP          | ✓ Locus Affinity  | ✓ MYOB       | ✓ Handiledger (Handiman) |
| ✓ Open Practice | ✓ PC Law          | ✓ Xero       | ✓ HandiTax               |
| ✓ Comparto      | ✓ Law Ledger      | ✓ Reckon     | ✓ SAP                    |
| ✓ Lawmaster     | ✓ Practice Evolve | ✓ Solution 6 | ✓ And Many More          |
|                 | ✓ Cabenet         |              |                          |



P 1300 739 424  
F 07 3112 5924  
PO Box 934, Spring Hill Q 4004  
info@jbslas.com.au www.jbslas.com.au  
ABN 32 604 870 671

The Legal Account Professionals