

Katalyst Office Management
 Call: 09 269 5466
 or 027 KATALYST

PO Box 75 337,
 Manurewa 2243,
 Manukau City
www.katalyst.co.nz

Imagine if all of your clients' books were in perfect order...

Katalyst Office Management is a highly experienced team of outsourced bookkeepers and administrators. We work alongside, and on behalf of, accountants and advisors around New Zealand to ensure their clients' books are accurate and up-to-date. We are Xero Gold Bookkeeping Partners, and are expert in a range of other cloud-based systems, including iPayroll, Flexitime and WorkflowMax.

Increase your capacity, not your headcount

Katalyst specialises in outsourced:

- Bookkeeping
- Payroll
- GST returns
- Financial reporting
- Xero set-up
- 'Clean ups' to correct data for bank statements and update PAYE/GST records
- MYOB to Xero conversions
- Training for new users of Xero and other cloud-based systems

We work offsite, meaning fewer overheads for your practice and, because we charge on a transparent 'time spent' basis, you are only billed for work completed – not our downtime!

"Katalyst Office Management is my god send! They have consistently kept my debtor days well under 30 days and do all the liaison with my accountant, prepare my GST returns, and do all the payroll management."

– Lisa Mackay, HR Toolkit

"Getting the Katalyst team on board has been one of the best decisions I've made as a business owner. The Katalyst team are awesome to deal with, really know their stuff and have a genuine passion for helping business owners get on top of their books."

– Lisa East, The Content Agency

Our Team

Glennis Stuckey

Director and Trainer - 0275 282 597



Glennis leads the Katalyst team. She is a Xero Certified bookkeeper, and is expert in a range of affiliate programmes, such as WorkflowMax and iPayroll.

Corlika (Leigh) du Plessis

Client Services and Trainer - 0276 948 777



Leigh's passion is helping small businesses restore order to their accounts. She is Xero Certified and trained in a host of online software, including Xero and iPayroll.

Stephen Cain

Senior Bookkeeper and Support



Stephen is a Xero Certified Bookkeeper, his wealth of knowledge about best practice management of finance and accounts is complemented by his experience in business management. Prior to joining Katalyst, Stephen was Business Manager for an accounting firm.

Jo Bower

Bookkeeper and Administrator



With more than ten years' experience in accounts roles, backed by a Certificate in Small Business Accounting, Jo is a pro at keeping her clients' books in order.

Wendy Johnston

Bookkeeper and Administrator



With more than 10 years' experience in accounts, office management and customer service roles, Wendy handles accounts payable and receivable tasks, as well as GST and PAYE returns, with ease. Wendy is Xero Certified.

Lyn Moray-Cook

Bookkeeper and Administrator



A highly experienced user of Xero, and Xero Certified, Lyn is adept at liaising with accountants to ensure our clients' books are in perfect order come year end.

Accreditation and Affiliations



Every member of the Katalyst team is Xero Certified, and we are very proud to be a Xero Gold Bookkeeping Partner.

WorkflowMax



Please see our website for a complete list of our partnerships.



Katalyst Office Management is a member of the New Zealand Bookkeepers' Association and the Sustainable Business Network.