

Save yourself time and money  
by engaging a professional  
bookkeeper today.

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“Bookkeeping is the essential starting point of the accounting process.  
Only with accurate bookkeeping can meaningful accounting be done.”

## **We love what we do and that's why we take pride in our profession. We offer quality not quantity.**

Engage one of our quality bookkeepers or we can help you recruit your own.

With an extensive network and knowledge of the Bookkeeping industry, Ardent delivers the ideal bookkeeping and recruitment solutions to clients in all industries.

With the vision of being recognised as an industry leader in the bookkeeping industry, a personalised one stop bookkeeping agency where business owners can be reassured that their business is being looked after by professional and competent bookkeepers.

We pride ourselves in providing the best possible service to our bookkeepers and clients. Dealing only in bookkeepers, as this is what we know, we can therefore guarantee to deliver the best service to our clients.



BAS agent  
25177544

# About Us

## Registered BAS Agent

Here at Ardent Bookkeeping, your BAS will be checked and lodged by a registered BAS agent. Our BAS Agent Number is 25177544

## Registered Recruitment Agent

We are a recognised recruitment agency. Employer Agent Licence Number 6179004.

## Insurance

We have Professional Indemnity of \$250,000, Public Liability of \$10,000, as well as being registered and covered by WorkCover.

## Certified Consultants

We are recognised as certified consultants with MYOB, Xero and Intuit Quickbooks.

## Experience in the Field

All bookkeepers employed or recruited by Ardent Bookkeeping have gone through extensive recruiting and testing procedures to ensure they are qualified with on-the-job experience.

## Where will the work be done?

At our initial interview we will discuss your exact requirements and how we can best support your business.

## What will it cost? (All prices are ex GST and are subject to change at the directors discretion)

Depending on the best service for your business. Off-site bookkeeping is charged at a rate of \$48 per hour, if training is required this is charged at \$75 per hour. Recruitment on-site services range from \$38 per hour to a once of fee cost structure. For a full list of fees and services, please visit our website.

## Guarantee

Through our knowledge of bookkeeping, as this is all we do, we source the most suitable and qualified bookkeepers in the market. So whichever way you choose, whether you engage one of our quality bookkeepers or we help you recruit your own, we can guarantee that any bookkeeper engaged through Ardent Bookkeeping has been tested and scored to a high standard.



# Bookkeeping

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Ardent Bookkeeping is your off-site bookkeeping specialist.

We offer a stress free, flexible and reliable bookkeeping service to help you manage your business.

If you would prefer to have your bookkeeping done on-site rather than off-site and you have bookkeeping needs of four (4) or more hours per week, please refer the Recruitment Section of this brochure.

## How does off-site bookkeeping work?

### Assessing your accounting program in the cloud

- With cloud accounting: you, your accountant and your bookkeeper can access your accounts anywhere, anytime.
- This means that you can collaborate with your bookkeeper in real time and know that your accounts are always up to date.
- Cloud accounting is available for MYOB, Xero and Intuit.

Once your company profile is set up with an online accounting program, it's as simple as sending us your business documents and inviting us to access your online accounting file.

### Receiving your documents has never been so easy.

We can receive your documentation in a number of ways.

- Mail all paperwork to us in the pre-paid envelopes which we will supply free of charge
- Upload all paperwork to your client portal via our website
- Scan and email all paperwork to us
- Take a photo via Dropbox App on your tablet or smart phone which will automatically be uploaded to Ardent's Dropbox. This option is great for when you have lots of cash or card receipts. (Instructions will be provided).

**It really is that simple.**

### Once your documents have been received.

- We enter all data into your accounting package, taking into consideration your reporting needs
- We reconcile all accounts
- We comply with all your external obligations – GST, PAYG, Superannuation, WorkCover, Payroll Tax
- We prepare and lodge your BAS
- We process Payroll
- Plus much more –for a full list of services, please visit our website.

If you do not have an online accounting package for your business but are interested in this service or if you would like more information regarding online accounting packages, please don't hesitate to contact us. We can help you register and set up your company profile to suit your business needs.

## Management Reporting

Want to know how your business is performing at all times?

Want to be able to make important business and financial decisions with confidence?

Ardent Bookkeeping prides itself on its management reporting service. We will provide you with a Monthly or Quarterly Management Report which will give you a snapshot of where your business is. We will also explain to you what the figures, percentages, ratios and graphs mean. We can report on each division of your business as well as the overall performance of the business as a whole. We believe the Management Report is the most vital part of what we do. Providing you with accurate, up-to-date and instant reporting means that you can see how your business is performing at all times, allowing you to make important business and financial decisions with confidence.

\*The Balance Sheet is the most vital part of your business but often gets overlooked. A great bookkeeper knows that all Balance Sheet items need to be justifiable. So many errors can be hidden in the Balance Sheet and if your bookkeeper is inexperienced they could possibly cost you money in the long run. If your Balance Sheet is not correct then your Profit and Loss isn't showing its true figures..... and how can you run a successful business if your figures are incorrect?

If you require additional information than what our reports provide or you require reporting on a weekly basis, please don't hesitate to contact us to discuss your requirements in greater detail.

# Recruitment

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## Get the best bookkeeper for your business

- We Interview
- We Test
- You Select from the best

Do you have bookkeeping needs of 4 or more hours per week and you would prefer to have your bookkeeping done on-site rather than off-site? If so Ardent Recruitment can offer you our on-site service.

## Our Obligation

We make sure our bookkeepers are qualified in everything bookkeeping. Unlike some recruiting companies, Ardent only deals with bookkeepers, so we know what is required and what to look for when employing a bookkeeper, saving you time and money in the long run.

We want to be able to put the Ardent stamp of approval on all our placements which is why all our candidates, whether contracted through us or employed by you, go through a lengthy telephone screening, a face-to-face interview, extensive skills testing, a thorough reference check and are required to provide a police check report.

We test all our bookkeepers in their known accounting software with real life business scenarios. Making sure that not only are they competent in navigating the software but that they understand the most fundamental accounting principles.

## How does recruiting service work

Firstly we need to discuss your requirements with you. This is the most important part as every client is unique. Once we have an understanding of your requirements.

We will advertise, interview and test a number of candidates. When we have found the best three that will suit your business, we would like to offer you the opportunity to interview them, in fact we insist you do. Ardent knows bookkeeping and bookkeepers but you know your business and who would be the best fit in your office.

Once you agree on a bookkeeper, you can either contract them through Ardent Recruitment at an hourly rate or you can employ them directly through your company payroll for a once off fee. Or you can do both - hire before you buy – (contract through Ardent and then at a later date, if you wish to employ your contracted bookkeeper directly, you can pay the once off fee at a discounted rate.)

If you or someone you know is looking for an onsite bookkeeper, why not let Ardent Recruitment help. We offer 4 types of recruiting services as listed below:

### Contract placement

Hourly rate service where you contract a bookkeeper through Ardent Recruitment.

### Direct employment

Do you want to employ a bookkeeper directly through your company? Then why not save time and money by letting Ardent Recruitment take care of the recruitment process.

For a once off fee we;

- Advertise
- Filtered through resumes;
- Conducted telephone screening interviews
- Candidates complete an online bookkeeping questionnaire
- Candidates complete numerous tasks on a selected accounting program as well as on Microsoft Excel;
- Conducted a face-to-face interview
- Conducted a thorough reference check; and
- Candidates are required to provide a national police check report.

### Hire before you buy

If you wish to hire a bookkeeper through Contract Placement first and then at a later date, you wish to employ your contracted bookkeeper directly through your company, this can be negotiated after a three (3) month period.

### Testing only package

This package is great value and is for business that already have a candidate in mind but they want to test them on their bookkeeping abilities. This test is extremely valuable and really does filter the knowledgeable from the unknowledgeable.

Please note that our tests are designed for bookkeepers, NOT accountants and is to be used only as a guide when choosing a candidate.