

FREE
No Obligation
Initial Consultation

Call us today!
M: 0450 503 003

Business Excellence Consultants P/L

0450 503 003

www.businessexcellenceconsultants.com.au



COST EFFECTIVE
EFFICIENT
TIME SAVING

TAILOR MADE SERVICES

DRIVING PERFORMANCE USING YOUR OWN
IN HOUSE TOOLS

SPECIALISING IN:

optimising business performance
business support & coaching
office management & administration
accounting
bookkeeping

WE LISTEN, COACH & SUPPORT

**UNLOCKING YOUR BUSINESS OPTIMAL
PERFORMANCE & DISCOVERING
EXCELLENCE IN YOUR INDUSTRY**

*We look forward to working
with you and your team.*

Mobile Service
Flexible Hours of Operation
M: 0450 503 003

Day	Hours
Monday	9:00am - 5:00pm
Tuesday	9:00am - 5:00pm
Wednesday	9:00am - 4:00pm
Thursday	9:00am - 6:00pm
Friday	9:00am - 4:00pm
Saturday	By Appointment
Sunday	Closed

Postal address:
PO BOX 463
CAMPBELLTOWN SA 5074

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Consultants P/L**
**Customised Business Support
& Coaching**

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W: www.businessexcellenceconsultants.com.au

*"The difference between ordinary & extraordinary is
that little extra" - Jimmy Johnson*

About us:



Business Excellence Consultants' services are aimed at small businesses looking to optimise business performance.

We aim to assist and guide improvements to drive an increase in productivity and overall results.

We empower our clients to reach their true working business excellence.

Our approach is flexible - we customise our package to suit your business needs. Our approach allows us to concentrate on what is really required.

We believe that business performance will undoubtedly improve once it has the opportunity to operate at its optimal level of productivity.

Want to find out more?

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Product Services Directory - Administration

ACCOUNTS RECEIVABLE:

- invoicing
- debt collection
- process analysis
- developing customised process/procedure support
- client support services

ACCOUNTS PAYABLE:

- raising and matching purchase orders
- invoice matching
- payments
- simple & complex account reconciliation
- supplier support
- process analysis

PAYROLL

- processing, review and calculation of time-sheets
- issuing of payroll statements
- processing of payroll payments
- end to end payroll reconciliation
- payroll associated queries - both internal/external stakeholders

BOOKKEEPING

- proficient use of XERO & MYOB program
- establishing chart of accounts
- review, defining & developing systems, policies & processes

Product Services Directory - Business Coach

BUSINESS PROCESS -

ANALYSIS, REVIEW & DEVELOPMENT:
analysis of accounting processes and payroll systems
development of customised processes
development of customised, complex excel spreadsheets

BUSINESS PROCESS IMPLEMENTATION:

assistance to safely and smoothly implement business change to introduce improved productivity, cost savings and efficiency

A "NEEDS ANALYSIS" WILL BE CONDUCTED TO DETERMINE WHAT IS TRULY REQUIRED FOR YOUR BUSINESS.

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