

Freelance

A C C O U N T S

Services Available:

- Registered BAS Agent
- Accounting Software Selection / Setup / Training and Support
- Accounts Payable and Receivable
- Bank Reconciliation
- Cash Flow Management
- Budgeting / Forecasting
- BAS, IAS and GST Assistance
- Financial Reporting
- Profit and Loss Statements
- Liaison with your Accountant
- Xero and MYOB
- Fully Insured / References provided on request
- Onsite or offsite (collection of documents)

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Bookkeeper

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Freelance Accounts provides bookkeeping and business services allowing you to focus on the running of your business whilst your books are kept up-to-date. No matter what business you're in, good planning is essential. Accurate and timely bookkeeping procedures keep track of your finances, defining the direction of your business and ensuring you are on target to achieve your business goals.

My expertise includes:

Accounts

- Manage Accounts Receivable and Payable functions within the company's established policies.
- Reconciliation of accounts, allocation of payments, all general upkeep and maintenance of accounts in MYOB / Xero.
- Preparation of reports as required.

Invoicing

- Ensure invoicing is completed accurately and on time.
- Manage the processing and calculation of invoicing consistent with company's policies and procedures.
- Prepare reports of invoicing activity.

General Accounting

- Liaison with business Accountant, establish and maintain accounting practices to ensure accurate and reliable data necessary for business operations.
- Provide advice to Management on cash flow including details of forecast balances.
- Maximise productivity through proficient use of appropriate software applications.

“ Outsourced Bookkeeping and Business Services ”