

Accredited Bookkeeper

I operate at the daily level to ensure that your business is on track and stays on track. By operating in the short term, I will identify financial issues at the earliest possible point, bring them to the Business Manager/Owners attention immediately and help to facilitate a resolution at the earliest possible stage thus ensuring no surprises when you least expect them. I work alongside your nominated accountant to ensure coordination of all information and a consistency of business focus.

My short term operating sphere includes (but is not limited to):

- Identification and use of appropriate Business Software
- Raising of Invoices and Bills
- Bank reconciliation
- Record keeping
- Assistance in BAS and IAS preparations
- Loading of information into the business software or spreadsheets
- Reviewing Debtors & Creditors and collection of debts
- Preparation of Business Reports for management review and action
- End of Month and End of Year adjustments

I am an accredited bookkeeper and bound by the Institute of Certified Bookkeepers Code of Conduct (the link is <http://www.icb.org.au/Membership/Code-of-Conduct>)

Contact Robert on **0422 913 203** or rob@carterccg.com.au

Business Review and Health Check

In addition to these bookkeeping activities, as a seasoned business owner and manager, I can also help your business to expand and grow. My Business Compliance and Competitive Review checklist (link is: <http://www.carterccg.com.au/what-we-do/consulting/business-auditing>) can identify other significant business issues that hinder your business' success. I want to help you think about the needs of your business and the processes to get the results you have budgeted for and expect. I want you to consider:

- How can you be more effective
- How can you make your business stronger & more competitive?
- What are the activities that add value to your business and what are the activities that add no value at all?
- Where will your business be in four years time?

If you need help with these questions, need a bookkeeper and/or need help with your business at the startup stage, to take it to the next level or indeed to get your business back on track contact Robert on **0422 913 203** or rob@carterccg.com.au