

Ongoing Service

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If you're busy running your business and don't have time to stay on top of your books, this service keeps everything up to date for you.

I take care of your bookkeeping on a weekly or monthly basis, tailored to your business. This can include recording transactions, reconciling accounts and keeping track of invoices and payments.

I'll also keep you informed of your tax obligations, including GST, PAYG, and Super, so you know what needs to be set aside and when.

You'll receive regular reports so you can see how your business is performing, along with practical cashflow guidance to help you stay on top of upcoming payments.

Depending on your business, this may only take an hour a week, a few hours a week, or even just a few hours a month.

Keeping your books up to date means less pressure around BAS time and more time to focus on your business.