

Menu of Services

Compliance Solutions

- Annual accounts preparation
- Rental statement preparation
- Tax return preparation
- GST return preparation
- Wage preparation & administration
- Fringe benefit tax return preparation
- ACC administration
- ACC Coverplus Extra application
- Company Administration
- Company Formation

Leadership Solutions

- Business planning
- Shadow Directors Role
- Board Meetings
- Management team training
- Leadership training
- Operational meetings
- Core values development and implementation
- Quarterly strategic meetings

Administration Solutions

- PA Services
- Temporary cover
- Word processing
- Creditor management
- Newsletter design and preparation
- Debtor management
- Creditor management
- Organising office and filing systems
- Meeting management services

Software Solutions

- End of year software rollovers
- MYOB set ups and support
- Monthly reconciliations
- End of month checklists
- Problem solving for reconciliation errors
- Xero sales and support
- Bank-link set up and support
- Smart Payroll

Cashflow Solutions

- Daily cashflow management
- Financial forecasting/Budget preparation
- Bank account management

People Solutions

- Recruitment
- Performance reviews
- Performance management
- Induction programmes
- Incentive scheme development and implementation
- Administration training
- Basic accounting training

Systems Solutions

- Office system reviews
- Procedure development
- Process & policy development
- Systemisation
- Reconciliation templates
- Office manual development
- System audits

Time Management Solutions

- Time audits
- Time management coaching
- Training on how to run effective meetings
- Outlook training
- Scheduling & job management training
- Project management training

Profit Improvement Solutions

- Monthly management Accounting
- KPI Measurement systems
- Understanding Financial Reports Training
- Sales strategies
- Service/product development
- Sales audits
- Profit analysis
- Marketing plans

Business Partner Solutions

- Assisting with financial applications
- Referrals to other business service providers