Professional Bookkeeper

The professional Bookkeeper operates their own Bookkeeping Practice either as a sole trader or a company situation. They either operate on their own or have staff. There is a scope of work below as well as the Grades above that determines the roles of a Professional Bookkeeper.

Unit	**Element**
BAS Preparation	Review GST Reports and Coding
	Preparation of Business Activity Statements
	Lodgement of Business Activity Forms
	Liaison with Australian Taxation Office in regards to a clients circumstances for late lodgement or payment plan to pay for BAS
Client Management	Meeting with Client's Accountant
	Meeting New Clients – Analysing Client's situation and offering solutions to their needs
	Identify need for documents and/or research
Personal Development	Qualifications and relevant experience
	On-going Professional Education
Advanced Report	Prepare Budgets, Cash Flows, Job Costing Reports
	Analysis of Data
Business Planning	Co-Development of a Business Plan and Implementation
Employment/Staffing	Policy to employee and manage Staff
	Organising Training for Staff