# DO YOU WANT TO SPEND MORE TIME

# WORKING **ON** YOUR BUSINESS?

# JACQUES MANAGEMENT SERVICES CAN HELP

# What We do for you

* Organise your bookkeeping requirements and make it easy for you to understand
* Implement systems for you to follow
* Handle things like ATO compliance and deadlines.
* Assist you in analysing / improving your cash flow

# Bookkeeping Services

* Accounts Payable processing
* Accounts Receivable – Invoicing and Collections
* Bank Account & Credit Card Reconciliation
* Help you manage your **CASH FLOW**

#

#  BAS,IAS & GST Assistance

* BAS & IAS preparation, ready for you to lodge
* GST Registration

# We CAN Also

* Liaise with your Accountant
* Assist with Staff on-boarding
* Assist with
	+ Project administration
	+ Budgeting
	+ Quality Management

For an obligation free chat call **Neil on 0451 446 880** to see what we can do to help your business achieve its potential.