







ARMADA
BUSINESS MANAGEMENT

beyond bookkeeping

At Armada Business Management our dedicated and highly qualified team of professionals will assist you to streamline your bookkeeping systems and processes, freeing up time for you to focus on the other areas within your business.

WE CAN HELP WITH

-  Interpreting your financial results
-  Streamlining your administration processes
-  Freeing you up from the paperwork
-  Virtual CFO
-  Taking business from paper based to digital

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FULL SPECTRUM OF BOOKKEEPING SERVICES

Accurate, cost effective and timely bookkeeping gives you a solid foundation on which you can build your business. We offer you the full spectrum of bookkeeping services from lodging BAS right through to paying all bills on a regular basis.

Our team of dedicated and highly qualified professionals can assist you to streamline your systems and processes, freeing up time for you to focus on other areas within your business.

Our systematic approach and comprehensive documentation of all the work we undertake ensures a consistent standard of service, and a quality outcome.

WHAT WE DO

OUR SERVICES INCLUDE:



GENERAL BOOKKEEPING SERVICES

- Review of all source records and advice on systems for capturing data.
- Entering and/or verifying the entry of customer and supplier invoices into accounting software.
- Entering and/or verifying the entry payments and receipts from the bank.
- Filling of source entry documents as required.
- Data entry and reconciliation and/or verification of all bank, loan and credit cards accounts.
- Communicating any queries related to the accounts for the period.
- Ensuring the correct integration of different business systems into the accounting record, (e.g. point-of-sales systems or add-on solutions).
- Reporting Balance Sheet, Profit and Loss, other reports as required.
- Reporting outstanding debtors and creditors (if applicable).
- Data Backup.



CONSULTING

System Set Ups

- Accounting Software Consulting
- Data File Creation and Construction
- Opening Balance Entries
- Forms Customisation
- Process Set Up and Customisation

Integrity Checks

- Data File Health Checks
- Monthly & Quarterly Reviews
- Troubleshooting and corrections

Software Consultation

- Software Conversion and Installation
- Add On/App Facilitation



TRAINING

Armada Bookkeeping specialises in reviewing your current practices, identifying issues and determining solutions. We understand your business performance and build for future. If you are a new business, we can get you started on the right path for success from the beginning.

GROW YOUR TOMORROW

We are a team of professionals each specialists in their own discipline, working together to deliver outcomes of the highest standard.

For businesses of all sizes in any industry our team will ensure your business finances are up to date and accurate at all times.

We will work with you to develop your systems and processes to ensure you are running effectively and efficiently on the latest online software.

Armada Business Management, we have the strength in numbers to deliver the outcomes you seek.





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P (08) 6165 4050 **F** (08) 6165 4068

E bm@armada.com.au

A 18 Sangiorgio Court, Osborne Park WA 6017

P Locked Bag 4, Osborne Park DC WA 6916

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The Armada Group consists of a number of independent businesses. Each business is a separate legal entity in its own right and not in partnership with any other members of the Armada Group.

Liability limited by a scheme approved under Professional Standards Legislation.