

administration

It is no secret that an expertly trained professional can perform more complex and complete tasks in a shorter amount of time. The unfortunate requirement is that it takes time and money to bring your staff to such a level of efficiency.

For companies that require only small amounts of work to be performed regularly, hiring additional staff may result in the unwelcome costs associated to training. Additionally, if the resource's time is not fully employed, money is being wasted.

Conversely, if your administrative staff is currently stretched and finds it challenging to meet deadlines, outsourcing certain tasks and projects is often the most cost-effective solution. This also applies to projects for which your current staff does not have the desired experience.

BSL offers administrative solutions for companies of all sizes. We guarantee that all administrative work performed by our experts will be on time and will fulfil all requirements.

In addition to providing administrative services, we also present training sessions to impart our methods and knowledge. Clients that regularly benefit from BSL's services sometimes request that we share our expertise, helping to make their teams more efficient.

It is a testament to our competence and efficiency that our clients stay with us long after they have started to engage our services. We are proud of our continued relationships with them and are pleased to continue providing them with peace of mind and productivity.

Our team provides solutions for these administrative functions:

- Sales and Receipt Cycle (invoicing, bank-ins and reminders)
- Payment Cycle (provision of signatories and payment process)
- Maintenance of proper accounting records
- Training staff on how to set up proper accounting systems and how to execute administrative functions
- Preparation and lodgement of statistical returns
- GST registration