



BOOKKEEPING & ACCOUNTS SUPPORT

Practical bookkeeping support for businesses that need accountability, accuracy and continuity

Unique Bookkeeping Co. provides remote bookkeeping, and accounts support to businesses across Australia. We work directly with business owners and their external accountants, taking responsibility for day-to-day finance functions and helping businesses keep their accounts, reporting and cash flow under control.

With over 9 years of hands-on bookkeeping experience, our work covers accounts payable and receivable, debtor management, bank and balance sheet reconciliations, payroll, superannuation, GST, BAS/IAS support, month-end processes, financial reporting and general accounts administration.

We work across a range of industries including construction, plumbing, FMCG, food, medical, NDIS, professional services and other service-based businesses.

What we can take responsibility for

- Accounts Payable & Accounts Receivable
- Debtor management and debt collection
- Bank, credit card and balance sheet reconciliations
- Payroll, superannuation and PAYG
- Month End closing for GST, BAS/IAS preparation by accountant.
- Invoicing and payment processing
- Month-end bookkeeping and reporting
- Cash flow monitoring and reporting
- Historical bookkeeping clean-ups
- Financial administration and process improvement
- Xero, MYOB, Excel and other business systems

Practical experience — results matter

Debtor Management & Cash Flow

Worked with a Sydney-based plumbing business where approximately \$700K in outstanding debtors required active management. The work included rebuilding the debtor register, developing an Excel-based debtor dashboard, reviewing aged debt, contacting customers and building managers, coordinating with strata managers and addressing historical outstanding accounts. Within approximately 2.5 months, more than \$100K of previously outstanding debt was recovered, helping improve the business's immediate cash flow position.

Accounts Receivable Clean-up

For an Adelaide-based business, the accounts receivable function required significant historical clean-up. This involved correcting bank reconciliation issues, reviewing Metcash and Cash Factor balances, correcting allocations and resolving historical discrepancies before commencing a more structured debtor follow-up process. The focus was not limited to 90+ day debt; current outstanding balances and customer queries were also actively managed.

NDIS & Business Administration

Experience supporting NDIS-related bookkeeping processes, including coordinating financial information required for claims and working with business owners to ensure the underlying records and calculations are properly maintained.



Multi-business Bookkeeping

Experience managing bookkeeping requirements across businesses with different operating models, transaction volumes and reporting requirements. This includes working directly with business owners, managing competing deadlines and liaising with external accountants where required.

How we work

One point of contact. One accountable person. Rather than placing another employee into the accounts function and having to manage recruitment, training, leave and potential staff turnover, businesses can engage Unique Bookkeeping Co. directly for ongoing bookkeeping and accounts support.

We work remotely and can attend onsite when required or when a particular situation would benefit from face-to-face support.

Understand → Clean up → Take ownership → Improve → Maintain

Systems & Technology

Xero | MYOB | Excel | Payroll platforms | NDIS systems | Job management systems

We are comfortable working with existing systems and adapting to the processes already used by the business, while identifying opportunities to simplify and improve workflows where appropriate.

Why engage Unique Bookkeeping Co.?

Hiring an individual bookkeeper can solve an immediate vacancy. Engaging an established bookkeeping business provides continuity and accountability. You have a direct point of contact, an experienced professional responsible for the work, and the flexibility to increase or reduce support as the business requires.

The focus is simple: accurate books, timely follow-up, better visibility and less pressure on the business owner.

Chandan Hemnani

Principal Bookkeeper

Chandan@uniquebookkeeping.com.au

Unique Bookkeeping Co.