

# To Be a Professional Bookkeeper

## Understanding

- An understanding of what “Professional Bookkeeping” is in Australia today.
- An understanding of what the respective business expects.

## Qualified

- Obtained the required minimum formal qualifications as specified by Government and the professional associations.

## Experienced

- An independent verification of the quality and quantity of experience held.

## Commitment to professional development.

- A commitment to education, learning and development of skills via continuing professional development.

## Resourced

- Access to current information and assistance.
- Capacity to professionally provide service to business.
- Software understanding and techniques.

## Communicative

- With your team.
- With the business.

## Insured / Protected

- Appropriate Professional Indemnity Insurance is required in addition to other business insurances that should be in place
- Required to protect the consumer in the event of an issue
- Cyber Security processes in place

## Endorsed

- A member of a professional body, committed to the requirements of the respective professional codes of conduct as an adherent to that membership including
  - Acts with honesty and integrity
  - Acts in the best interest of their clients or employers

## A professional bookkeeper in practice will be a Registered BAS Agent

*If an expert asked why? Or how you know you are doing it right and the best way? Could you answer with more than “I have always done it this way.”*