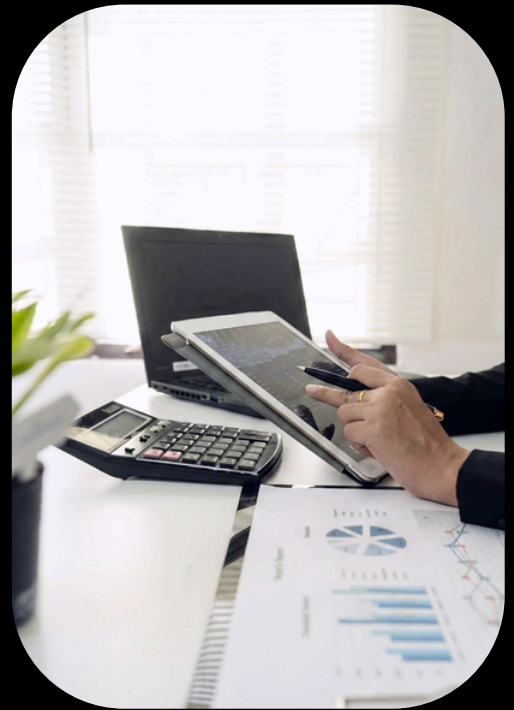


FINANCE & BACK-OFFICE SUPPORT

Execution Power for Finance and Back-office



ACCOUNTS PAYABLE & RECEIVABLE

- Invoice processing
- Payment tracking
- Reconciliation support
- Statement follow-ups
- Expense management



BOOKKEEPING ADMIN

- Data entry
- Bank reconciliations
- Transaction coding
- Monthly summaries
- Supporting documentation



REPORTING & SUPPORT

- Financial summaries
- Cost tracking
- Budget monitoring
- Data reconciliation
- Internal financial admin

THE PROBLEM

- Invoices lag.
- Reporting delayed.
- No visibility on numbers.
- Finance admin piles up.
- Risk increases.

HOW IT WORKS

DISCOVERY

We identify the bottlenecks, map the tasks, and confirm turnaround expectations.



RECRUITMENT

We recruit and shortlist within 30 days. You interview and approve the final candidate.



ONBOARDING

We handle contracts, HR, payroll, IT setup, and structured onboarding.



DELIVERY

Work delivered via Teams, Planner, and SharePoint with Australian oversight.