

## 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.**