

MORE than just Training – We take YOU a Step Further

Business2BASIX will provide you with more than just, guaranteed, quality training. We take you a step further - work experience.

WHY because we constantly get requests from the marketplace for bookkeepers/accounting personnel. There is a lack of these professionals. So we are looking for ambitious, motivated graduates in the field.

As a business, which is proud of our reputation in the field of bookkeeping, we only want to recommend personnel we have confidence in to carry out the required tasks.

A springboard for your career! We train you, motivate and provide the opportunities. You need to practice and make the most of your opportunities. We're the springboard – you're the diver.

business2BASIX is offering accounting post-graduate students the opportunity to have MYOB training and work experience over a 3-month period (13 weeks), 2 days a week (Tues & Wed or Thurs & Fri). We have identified 3 months as a minimum time for students to truly gain and benefit the most from their training.

business2BASIX is a bookkeeping company that provides bookkeeping services to over 50 clients in Adelaide. Karen Simmonds, principal Trainer and Director is a qualified Accountant with vast experience in the following industries; Payroll officer in a large nursing home organization, Small business owner for 8 years, Financial controller in a manufacturing company, Financial controller in a public company selling goods on the internet, Financial Analyst in the banking field. business2BASIX is also an approved MYOB Educator.

Visit www.business2basix.com.au. We also have another business www.ledger.com.au. Ledger is the largest Bookkeeping company in South Australia. Both businesses provide similar services but to different sectors in the marketplace.

This can be a vital step for your career and provide greater opportunities to entry into the workplace.

If you wish to talk to us about our programs, **contact Karen Simmonds: 8356 6525 or ksimmonds@bb3x.com.au**. Karen is often busy with day-to-day business, so please be patient she will contact you as soon as possible.

b2B STUDENT TRAINING PROGRAMS

- 1 26 days Training/Work Experience (2 days a weekly for 13 weeks)
This is a fully comprehensive program.
- 2 16 days Training/Work Experience (2 days a weekly for 8 weeks)
This is a condensed program and modules cover are limited.

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1 PROGRAM

26 days Training/Work Experience (2 days a weekly for 13 weeks).
You will have 26 days of training and work experience.
In addition, you will receive MYOB manuals covering 5 courses plus the training disks.



PART 1: Myob Training using Myob training course books

- Setting up
- Day-to –Day processing
- Payroll management
- Inventory
- End of period reconciliation and BAS

Part 2: BAS preparation

- The understanding of GST
- How to register for ABN, GST and PAYG
- What are PAYG instalments?
- Other relevant legislation relating to BAS
- How to use the Australian Taxation Office (ATO) website

Part 3: Work Experience

To help students find work in the accounting area they need to have experience in the following areas:

- Accounts Receivables
- Accounts Payables
- Inventory management
- Bank reconciliation
- BAS preparations
- End year financial report and budgets
- Payroll

Students will work on at least 3 examples that will cover the above areas. This will include opening balances, setup accounts, enter invoices, receipts purchases, complete bank reconciliation, GST reports, balance sheets and profit & loss reporting.

Part 4: Job Hunting

- Help will be given in analysis of Job recruitment advertisement
- Reference letter from Business 2 Basix
- Examples of resumes and cover letter

Your investment: \$3300 includes GST.

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2 PROGRAM

16 days Training/Work Experience (2 days a weekly for 8 weeks).
You will have 16 days of training and work experience.
In addition, you will receive MYOB manuals covering 3 courses plus the training disks.



PART 1: MYOB Training using Myob training course books

- Setting up
- Day-to –Day processing
- Payroll management

Included are the MYOB book and training disks.

Part 2: Work Experience

To help students find work in the accounting area they need to have experience in the following areas:

- Accounts Receivables
- Accounts Payables
- Inventory management
- Bank reconciliation
- Payroll

Students will work on at least 3 examples that will cover the above areas. This will include opening balances, setup accounts, enter invoices, receipts purchases, complete bank reconciliation, balance sheets and profit & loss reporting.

Part 4: Job Hunting

- Help will be given in analysis of Job recruitment advertisement
- Reference letter from Business 2 Basix
- Examples of resumes and cover letter

Your investment: \$2200 includes GST.

CONTACT & VENUE DETAILS

Location: Grange, SA. We are very close to public transport both bus or train (Grange station).

Number of students: All Programs, maximum 6. **We don't have big classes, so as to ensure greater one to one attention for each student.**

Visit our business' websites: business2basix.com.au and ledger.com.au

Contact: Annie or Karen, 8356 6525 or email admin@bb3x.com.au (**please write in subject bar 'Training'**).

***You take the action - we'll assist you every step of the way
towards pathways to building a successful career***

www.business2basix.com.au