



**ASTUTE**  
BUSINESS CONSULTANTS

# CAPABILITY DOCUMENT

2023 – 2024

# Company Profile

Astute Business Consultants is a trusted financial business management firm based in Western Australia. With a proven track record, we specialise in providing a comprehensive range of financial services, including bookkeeping, account reconciliation, payroll, budgeting, and cashflow management. Our mission is to empower local businesses to achieve sustainable growth by leveraging our expertise in financial management, allowing them to scale while maintaining impeccable control over their finances.

## OUR COMMITMENT:

We take pride in upholding our professional Code of Conduct, which emphasises:



### HONESTY AND INTEGRITY

Your finances are handled with the utmost honesty and integrity.



### INDEPENDENCE

We always act in your best interests, maintaining our independence.



### CONFIDENTIALITY

Your information remains strictly confidential unless directed otherwise.



### COMPETENCE

Our knowledgeable team ensures meticulous attention to detail.



### TAX LAW ADHERENCE

We apply tax laws accurately and offer guidance on obligations.

At Astute, we are dedicated to delivering exceptional financial management services, tailored to meet your unique needs. With our expertise and commitment to ethical standards, we are your trusted partner in achieving financial success.

# Key Qualifications

## **TAX PRACTITIONERS BOARD**

### **BAS AGENT LICENCE: 26176213**

With our BAS Agent registration from the Tax Practitioners Board, we adhere to the highest standards of professionalism and ethical conduct.

## **INSTITUTE OF CERTIFIED BOOKKEEPERS**

### **MEMBER IN PRACTICE (MICB): 435839**

Institute of Certified Bookkeepers is the largest bookkeeping institute in the world. It promotes and maintains the standards of bookkeeping as a profession, through the establishment of a series of relevant qualifications and the award of grades of membership that recognise academic attainment, working experience and competence. (MICB) attains certification by proving that they have performed bookkeeping services at a significant level for a period exceeding 2 years and by doing so they have proven their level of bookkeeping knowledge and are permitted to use the term "Certified Bookkeeper". Members in Practice must hold minimum certifications in accounting & bookkeeping, have professional indemnity insurance that relates to the provision of bookkeeping services and must personally declare their adherence and intention to comply with the ICB Code of Conduct. In addition, Members in Practice are required to sit routine Bookkeeping Knowledge Assessments aimed to test the understanding of essential bookkeeping activities.

## **INSTITUTE OF PUBLIC ACCOUNTANTS**

### **MEMBER (MIPA): 315863**

The IPA is an Australian Accounting body and is a member of the International Federation of Accountants (IFAC) and the Accounting Professional and Ethical Standards Board. The IPA is recognised in Commonwealth and State law in Australia and its members are recognised by the Australian Government as Qualified Accountants, and have equal standing under Australian Securities and Investments Commission (ASIC) rulings. The IPA requires all members to conduct themselves and their professional activities at the highest level of standards, representing not only themselves but the IPA and all other members. MIPA members must hold an Australian Certification in Accounting & Bookkeeping, Award recognised by the IPA as equivalent in standard and content; a statutory registration with the Tax Practitioners Board, hold professional indemnity insurance relating to the provision of the members services.

# Key Qualifications

## ACCOUNTING DATA SECURITY STANDARD (ADSS) - CERTIFIED

The Accounting Data Security Standard (ADSS) is the gold standard in data protection for accountants, worldwide. Our company underwent a rigorous audit of our data security practices to become certified by the Accounting Data Security Standard. Acceptance is not automatic and among other things, our email server setup, data storage systems, password management protocol, and team training were assessed to ensure we met the benchmark required. Each staff member is also required to sit the ADSS assessment. The ADSS certification forms part of the commitment to our clients in ensuring the protection of their data as if it were our own and - we recognise the trust our clients place in us and we want to honour that trust as best we can.

## AUSTRALIAN PAYROLL ASSOCIATION CORPORATE MEMBER

The Australian Payroll Association is a prominent professional organization dedicated to payroll and workforce management in Australia. As a corporate member, our association with them signifies our commitment to staying informed and connected within the payroll industry. The APA offers a platform for networking, professional development, and access to cutting-edge payroll practices and resources. This membership showcases our dedication to upholding high standards in payroll management, fostering industry relationships, and continuously enhancing our expertise to better serve our clients and stakeholders.

## Affiliations



BAS Agent  
26176213



# Director Profile

Kirsty Thompson has over 15 years of exceptional experience spanning various sectors and enterprise levels, Kirsty proudly serves as the Director of Astute, leading a team of committed bookkeepers and strategists to deliver excellence in financial management solutions. Her journey in the realm of finance has equipped Astute with invaluable insights and expertise, enabling Kirsty to provide comprehensive support to businesses of all sizes.



## PROFESSIONAL JOURNEY:

Throughout her career, Kirsty has navigated the intricacies of finance, carving a path through diverse industries. Her experience encompasses a profound understanding of the unique challenges and opportunities that different sectors present. From startups to established corporations, Kirsty has collaborated with businesses at every stage of their growth, offering tailored strategies to optimise financial health.

## EXPERTISE AND QUALIFICATIONS:

As a dedicated professional, Kirsty holds certifications in accounting & bookkeeping, business advisory, and payroll services. These credentials not only validate her knowledge but also highlight her commitment to staying at the forefront of industry standards and best practices. Her proficiency in these areas empowers her to guide businesses through complex financial landscapes with precision and confidence.

## CLIENT-CENTRIC APPROACH:

Kirsty is a great believer of having a client-centric approach to the way she conducts business, viewing each engagement as a partnership built on trust and mutual success. Her passion lies in unravelling financial complexities and presenting clear, actionable solutions. From implementing efficient processes to offering strategic financial insights, Kirsty's aim is to empower businesses to thrive and make informed decisions.

## ETHICAL FOUNDATION:

Integrity is the cornerstone of Kirsty's professional philosophy. Upholding the highest ethical standards, she aligns her services with the Tax Practitioners Board Code of Conduct. This ensures that every action taken under her guidance reflects honesty, independence, and confidentiality, while diligently adhering to tax laws and obligations.

## COLLABORATIVE LEADERSHIP:

As the Director, Kirsty fosters a culture of collaboration and continuous learning within the team. This collaborative spirit enables Astute to pool our collective knowledge and skills, delivering holistic financial solutions that drive success for our valued clients.

With a wealth of experience, a commitment to ongoing education, and a passion for helping businesses flourish, Kirsty is dedicated to steering Astute towards excellence. Astute's skilled team stands ready to navigate the financial landscape and guide your business towards prosperity.



## TEAM MEMBERS

### SENIOR BOOKKEEPERS

With an unwavering commitment to precision and over 5 years of extensive experience, our Senior Bookkeepers stand as a cornerstone of expertise within the Astute team. Our Senior Bookkeepers must hold a minimum certification in Cert IV Accounting & Bookkeeping in conjunction with minimum years of experience which combines formal knowledge with hands-on experience to offer unparalleled financial expertise.

### CLIENT-CENTRIC APPROACH:

Recognising that every business is unique, our Senior Bookkeepers take the time to understand each client's goals and challenges. This personalised approach allows them to tailor financial service offering that aligns with clients' aspirations, promoting growth and fiscal responsibility.

### EXPERTISE IN ACTION:

From managing complex accounts to providing in-depth analysis, our Senior Bookkeepers exemplify our commitment to excellence. Their adeptness in utilising cutting-edge financial software ensures efficient workflows and streamlined processes for our clients.



## TEAM MEMBERS

### **JUNIOR BOOKKEEPERS**

At Astute, our Junior Bookkeepers represent the future of financial management, combining enthusiasm with more than 3 years of practical experience. Currently pursuing certification in Cert IV Accounting & Bookkeeping, our Junior Bookkeepers embody our dedication to fostering growth and learning within our team. Under the mentorship of our Senior Bookkeepers, they are rapidly expanding their skill set, infusing fresh insights into our team's collective expertise.

### **PRACTICAL EXPERIENCE:**

Despite being at the early stages of their career, our Junior Bookkeepers have amassed valuable hands-on experience in a variety of financial tasks. Their ability to handle diverse responsibilities reflects both their adaptability and determination to contribute to our clients' financial success.

# Testimonials



PO Box 829  
Karratha, WA, 6714  
[wayiba@winyamacontracting.com.au](mailto:wayiba@winyamacontracting.com.au)

Raymond Kaestner  
Chief Executive Officer  
Winyama Contracting Group  
[rkaestner@winyamacontracting.com.au](mailto:rkaestner@winyamacontracting.com.au)  
29/08/2023

To Whom It May Concern,

I am writing to highly recommend Astute Bookkeeping for their exceptional services in managing our payroll and bookkeeping functions at Winyama Contracting Group.

Astute Bookkeeping has consistently demonstrated their commitment to excellence by implementing "Enable HR" software to streamline our HR processes. Their dedication to accuracy is commendable, as they have consistently carried out our fortnightly payroll across multiple projects and Enterprise Agreements with a level of precision that exceeds market standards. This has greatly contributed to the smooth operation of our organization.

Furthermore, Astute Bookkeeping has been an invaluable asset in supporting our accounts payable across all our projects. Their meticulous attention to detail and strong work ethic have ensured that our financial records are accurate and up-to-date, enabling us to make well-informed financial decisions.

In addition to their technical skills, the team at Astute Bookkeeping is a pleasure to work with. Their professionalism, reliability, and proactive approach to problem-solving have made them an indispensable part of our team.

I have no doubt that Astute Bookkeeping will continue to excel in their field and be an asset to any organization fortunate enough to work with them. I wholeheartedly recommend their services and am confident in their ability to deliver exceptional results.

If you have any further questions or would like more information about Astute Bookkeeping's contributions to Winyama Contracting Group, please feel free to contact me.

Sincerely,

  
Raymond Kaestner  
CEO, Winyama Contracting Group

We are a proud Karratha based business and acknowledge the Ngarluma people as the traditional custodians of the land on which we operate. We pay respect to their cultures and to the elders past, present and emerging



# Testimonials



**Office** (08) 9117 2100

**Email** [info@crawfordrealty.com.au](mailto:info@crawfordrealty.com.au)

**Street** Shop 2/2 Byass Street  
South Hedland WA 6722

**Post** PO Box 2583  
South Hedland WA 6722

**Web** [crawfordrealty.com.au](http://crawfordrealty.com.au)

28<sup>th</sup> August 2023

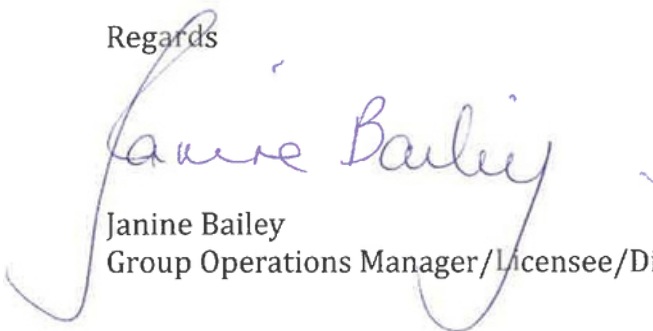
To whom it may concern

Crawford Realty and Crawford Realty Newman have both moved our bookkeeping services across to Astute Business Consultants, and we have never had such exceptional service, both from weekly tasks, monthly reports, payroll, and associated tax services

They have also made recommendations to improve not only the cashflow, but also attended to annual budgeting, comparatives, and HR items, in a prompt fashion and to ensure compliance.

I would not hesitate to recommend both Kirsty and the business as a whole, and see the relationship as being longstanding, and highly effective for our businesses, both existing and prospective

Regards

A handwritten signature in blue ink that reads "Janine Bailey". The signature is fluid and cursive, with a long, sweeping underline that extends to the right.

Janine Bailey  
Group Operations Manager/Licensee/Director

# Testimonials



An Australian Government Initiative



## PILBARA

Kirsty Thompson  
Director  
Astute Bookkeeping and Advisory  
Level 1 / 18 Hedland Place  
KARRATHA WA 6714  
28 August 2023

## Reference

Regional Development Australia is a national network of 53 committees across Australia, comprised of local leaders who work with all levels of government, business, and community groups to support economic and workforce development. RDA is funded by the federal government through the Department of Infrastructure, Transport, Regional Development, Communications, and the Arts and represents the federal government for regional development.

To ensure we remain compliant with our governance and legal requirements, Astute Bookkeeping and Advisory have been working with us for nearly two years, providing all of our bookkeeping services. Astute Bookkeeping provide the following services to us:

- BAS & IAS;
- Payroll preparation and processing, including salary sacrifice arrangements and terminations, superannuation reconciliation and lodgement;
- Monthly financial Committee reports;
- Assistance with budget preparation and review;
- General bookkeeping including reconciliations, payables, chart of account management in line with National Standard, divisional cost code tracking and management.

Kirsty and her team are friendly and professional, and I wouldn't hesitate to recommend Astute Bookkeeping to anyone seeking a bookkeeping service.

Please do not hesitate to contact me on 0427 191 848 if you require any further information.

Warm regards,

  
Tony Simpson  
Chief Executive Officer

Level 1, 18 Hedland Place Karratha WA 6714 | PO Box 1404 Karratha WA 6714  
Phone: 0499 325 584 | Email: [projects@rdapilbara.org.au](mailto:projects@rdapilbara.org.au)

# Testimonials



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Astute Bookkeeping & Advisory  
Level 1, 18 Hedland Place  
Karratha WA 6714

To Whom It May Concern,

28th August 2023

Welcome Lotteries House has been working closely with Astute Bookkeeping & Advisory since May 2021. Astute's friendly and professional services are an invaluable part of the smooth running of our NFP organization.

As someone who isn't accounts minded, Kirsty & the team at Astute are always quick to help and educate me to ensure our finances are recorded and filed in a correct and timely manner.

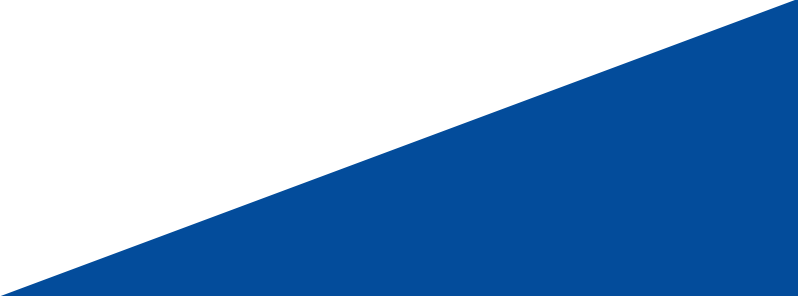
Astute have always ensured our reports are lodged on time and are quick to touch base if I have forgotten anything to ensure they aren't lodged late.

Kirsty's friendly personality makes her very approachable and easy to do business with and WLH Board Members would highly recommend her services.

Thank you.

Kind Regards

Kylie Arnold  
Office Manager  
Welcome Lotteries House

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# ASTUTE

BUSINESS CONSULTANTS

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Astute Business Consultants**

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