

# Virtual CFO & Bookkeeping



**Reliable, compliant, and strategic financial services to support growth and accountability.**

**VITALCONSULT**  
Building Better Businesses

## Service Overview

Strong financial systems are essential for sustainable business. Our Virtual CFO and bookkeeping services go beyond the basics - providing compliance, clarity, and confidence for your operations.

We support Aboriginal organisations, not-for-profits, and small businesses with day-to-day transactions, payroll, reporting, and financial oversight. Whether you're getting started with Xero, preparing for audit, or need strategic finance support, our team delivers technical expertise with a practical, supportive approach.

## What We Offer

Our Virtual CFO & Bookkeeping services include:

- Bookkeeping, Reconciliations & Payroll
- BAS & IAS Preparation and Lodgement
- ATO Liaison & Lodgement Assistance
- Xero Setup, Customisation & Training
- Financial Reporting for Boards & Funders
- Virtual CFO Support & Financial Strategy

## How We Work

We combine the reliability of technical finance with an understanding of your operating environment.

- Remote and regional-friendly service delivery
- Monthly packages available or flexible hourly support
- NFP and grant-funded expertise
- Options to integrate with governance or digital services

## Pricing Summary - Bookkeeping & Finance Services

SERVICE	STANDARD RATE	NFP RATE
Basic Bookkeeping – Data/Reconciliations	\$100/hr	\$80/hr
Advanced Bookkeeping / Payroll Services	\$120/hr	\$100/hr
Xero Setup & Training	\$150/hr	\$120/hr
Financial Reporting	\$150/hr	\$130/hr
BAS Review, Preparation & Lodgement	\$150/hr	\$120/hr
IAS Review, Preparation & Lodgement	\$120/hr	\$100/hr
ATO Representation / Lodgement Assistance	\$120/hr	\$100/hr
Virtual CFO Services	\$250/hr	\$220/hr

*Monthly bundles available upon request.*

**Ready to improve your finance systems and reduce compliance stress?**

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