



**Scott
Business
Solutions**

Professional Business Support, Payroll, Compliance & Corporate Services *Helping Business Owners Focus on Business, Not Administration*

Scott Business Solutions provides outsourced bookkeeping, payroll, administration, compliance and business support services to small businesses, real estate agencies and growing regional organisations.
We help business owners reduce administrative burden, improve compliance and create efficient systems that support business growth

Our Services



Bookkeeping & Financial Administration

- Accounts payable and receivable
- Bank and credit card reconciliations
- Xero management and maintenance
- Financial reporting
- End-of-month processes
- Supplier payment processing
- General bookkeeping support



Payroll & Workforce Support

- Payroll processing
- STP reporting
- Superannuation processing
- Leave management
- Payroll compliance support
- Employee record administration
- Payroll year-end activities



Business Administration

- Accounts inbox management
- Document and records management
- Process improvement
- Workflow support
- Business administration assistance
- Operational support services



Governance & Compliance

- Policy and procedure development
- Compliance tracking
- Governance support
- Risk registers
- Document control systems
- Business process documentation

The Scott Business Solutions Difference

- ✓ Personalised service and direct access to your consultant
- ✓ Flexible support tailored to your business needs
- ✓ Extensive experience across finance, administration, payroll, governance & compliance
- ✓ Practical, solutions-focused approach
- ✓ Cost-effective alternative to employing additional staff
- ✓ Reliable and confidential business support



**Scott
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Scott Business Solutions works with organisations that need experienced support without the cost and commitment of employing additional full-time staff.

Industries We Support



**Agriculture & Rural
Business**



**Not-for-Profit &
Community Organisations**



**Professional
Services**



Real Estate Agencies



**Trades &
Construction**

Ideal for Businesses That Need Help With:

- ✓ Bookkeeping & reconciliations
- ✓ Managing administrative workload
- ✓ Compliance & documentation
- ✓ Payroll & superannuation
- ✓ HR administration
- ✓ Financial reporting
- ✓ Creating better systems & processes

What Clients Value

Flexible support arrangements ranging from one-off consultations and business health checks through to ongoing business support partnerships.

What Clients & Colleagues Say

"I have used Melanie's services for several years across multiple businesses and industries and can honestly say her professionalism and knowledge are second to none."

"I have no hesitation in recommending Melanie to other business owners, whether they be small, medium or large businesses."

- Mark, Multi-Business Owner & Long-Term Client

"Melanie is an exceptional professional whose expertise, leadership and commercial acumen played a pivotal role in establishing business systems, governance frameworks and operational foundations for sustainable growth."

"She is a trusted advisor who delivers exceptional value and consistently exceeds expectations."

- Jasmine, Executive Leadership Team Colleague

Contact

Melanie Scott

Director



0408 011 728  melanie@scottbusinesssolutions.com.au



www.scottbusinesssolutions.com.au

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book a quick
introductory
call

