



PRO
Astra Globus

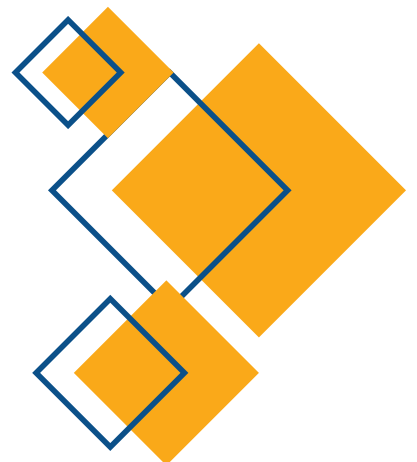


**YOUR VISION,
OUR EXPERTISE!**

**Pro Astra Globus;
Empowering
Business Growth.**

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ABOUT US

At Pro Astra Globus, we bring over 10+ years of expertise in empowering mortgage brokers, Insurance Brokers, small and mid-sized accounting & tax firms and CPA practices with Elite Virtual Industry Experts. Our journey has been defined by a commitment to providing tailored solutions that enhance efficiency and deliver exceptional value.

Under the banner of Pro Astra Globus, we are dedicated to supporting clients seeking reliable and experienced remote specialists to elevate their business operations. Whether it's accounting, tax preparation, mortgage processing, or backend support, our team is equipped to meet the unique needs of your organization.



We believe in building long-term partnerships, where client success is our ultimate goal. By combining industry knowledge with a personalized approach, we help you focus on what truly matters: growing your business.

OUR SERVICES

- SMSF Preparation
- Financial Preparation
- Bookkeeping & Data Entry
- Payroll Processing
- Accounts Payable
- Accounts Receivable
- Full Time Employee
- Admin Services



VISION

To be a trusted partner in delivering bespoke solutions, setting new benchmarks in client-centric agility, and fostering a culture of growth and collaboration for our clients and employees alike.



MISSION

Our mission is to empower businesses by providing highly skilled Virtual Industry Experts who deliver quality-driven and efficient solutions. We aim to:

- Continuously adapt to client needs with agility and innovation.
- Create a supportive and growth-oriented environment for our employees.
- Drive success for our clients through collaboration, expertise, and a shared commitment to excellence.

SMSF Preparation

Why Choose Us?

Pro Astra Globus provides cost effective Self Managed Super Fund accounting and administration services to financial planning and accounting firms who need an outsource partner to manage SMSF compliance.



Our team of experts can help you grow your SMSF business by providing a professional and efficient white-labeled solution to your clients. We utilise specialised technology and personal expert service to provide a comprehensive, timely and value for money service



OUR SERVICES INCLUDE

- Accounting and Tax
- Audit and Compliance
- Member Balance
- Deed Setup
- Property & Crypto Transactions
- Actuarial Certificate
- Daily Reconciliation
- SMSF Back-Office Support
- Bare Trust

Financial Preparation Services

Why Choose Us?

If you're looking for the full range of Accounting and Taxation services, the team at Pro Astra Globus have you covered. An asset to any business, accountants are responsible for analysing, interpreting and reporting on financial matters.



OUR SERVICES INCLUDE

- Preparation of annual accounts, Tax returns & working papers.
- Preparation of periodic management accounts.
- Preparation of financial statements for:
 - Sole Traders | Partnerships | Onit trust | Companies | Trusts
- Data Entry for BAS, IAS, GST, and PAYG.
- Preparation and lodgement of quarterly/monthly activity statements.
- Preparation of General Purpose Financial Statements for reporting requirements.
- Maintaining Depreciation Schedules and Asset Registers

Bookkeeping Services

Why Choose Us?

Sending the transactional accounting tasks to an offshore bookkeeper will free up your local accountants to perform more value-added, long-term revenue generation work such as nurturing client relationships.



OUR SERVICES INCLUDE

- Bank reconciliation.
- Payroll processing and maintaining entitlements and employee records.
- BAS (Business Activity Statement) preparation and reporting.
- Taxable payment annual reports.
- Monthly management and accounting reports.
- Checking financial records for accuracy and completeness.
- Processing purchases, sales, receipts and payments.
- Record keeping.
- Accounts payable and receivable.
- General ledger and journal entries.

Payroll Processing

Why Choose Us?

Pro Astra Globus expert payroll specialists are trained to local and international standards and will ensure that your staff receive the correct rate, the correct pay, at the correct time in return for a job well done



OUR SERVICES INCLUDE

- Validating employee work hours.
- Calculating wages.
- Verifying employee time and attendance.
- Handling payroll queries.
- Resolving payroll discrepancies.
- Maintaining payroll operations by following policies and procedures.
- Interpreting enterprise agreements and awards.

Accounts Payable

Why Choose Us?

Outsourcing of the accounts payable function within your accounts department involves sending tasks such as checking, coding and processing invoices for payment, to a staff member or team of staff outside of your organisation.



OUR SERVICES INCLUDE

- Checking invoice accuracy.
- Inputting and coding invoices correctly.
- Matching invoices and purchase orders.
- Processing and paying invoices.
- Following internal payment approval processes.
- Scheduling payment runs.
- Managing creditor enquiries for payment.
- Processing employee expense claims.
- Performing reconciliations.
- Monthly reporting.
- Our top expertise is in MYOB, Xero, QuickBooks & many more.

Accounts Receivable

Why Choose Us?

By outsourcing accounts receivable, businesses are able to then focus on tasks that are core to their business. Account personnel can focus on more complex and analytical tasks that have a real impact on the day-to-day financial operations of the business.



OUR SERVICES INCLUDE

- Reconciling of customer accounts.
- Reconciling general ledger and bank statements.
- Commission calculations.
- Month-end and year-end processes.
- Financial and sales reporting.
- Preparing and processing monthly journal entries.
- Maintaining the billing system.
- Generating invoices and account statements.
- Maintaining accounts receivable files and records.
- Investigating and resolving any irregularities or enquiries.
- Our top expertise is in MYOB, Xero, QuickBooks & many more.

PRICING PLANS

**FULL TIME
BOOKKEEPER**

\$1700

**SR.
ACCOUNTANT**

\$2000

**TAX
PREPARER**

\$1800

**TAX
MANAGER**

\$2800



Full-time employee

Why Choose Us?

Hire a full-time accounting resource from Pro Astra Globus for particular hours of a month and get all your accounting jobs done. A full-time resource comes under the block of hours engagement model.



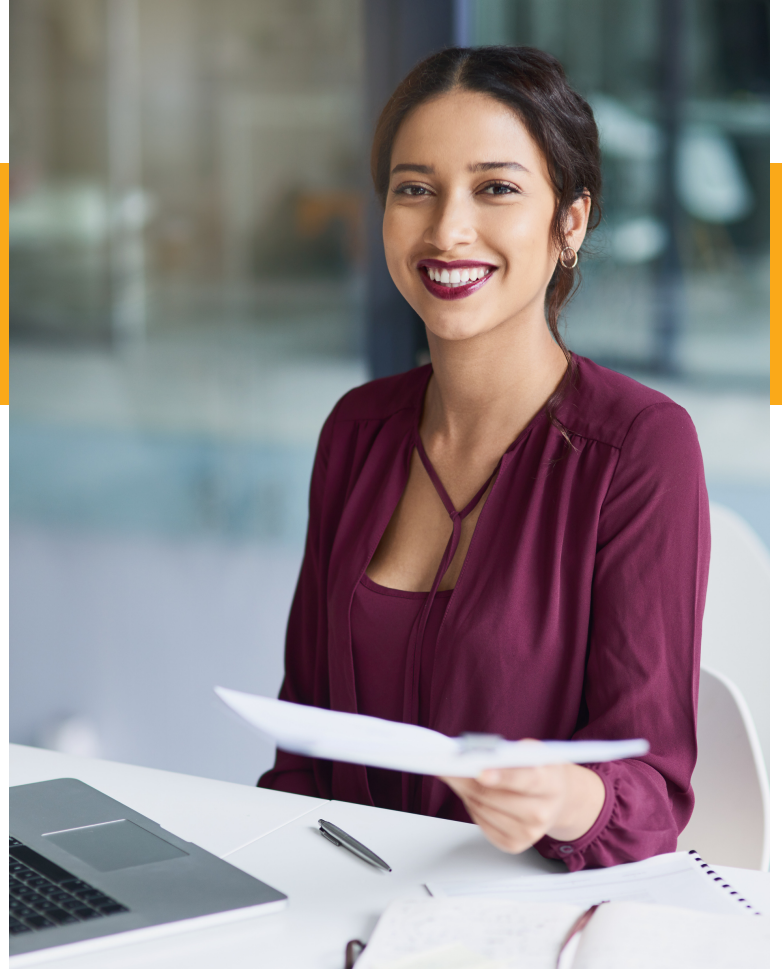
HOW TO HIRE A FULL-TIME RESOURCE:

- Our full-time service consists of Junior and Senior Staff:
- Our junior employees can perform chores like bookkeeping, BAS, payroll, and all other types of data entry work.
- The chores of senior staff include preparing individual and business ITR, Financial data entry, bookkeeping, SMSF data entry, BAS data entry, and all other accounting works.

Admin Services

Why Choose Us?

Save your time from lengthy admin services by outsourcing them to Pro Astra Globus. We can manage those long datasheets for you and keep them up to date.



- There comes a lot in the administration process of a company which is much more hectic and lengthy than accounts and finance. These activities include gathering scanned documents at one place, converting files into multiple required formats, analyzing gathered data for taking important decisions, and much more.
- Pro Astra Globus can help you in processing such lengthy data work in a very short time at an affordable cost. Overall, we help you save your time and efforts for more meaningful tasks.
- You can keep a count on Pro Astra Globus for all such time-consuming administration tasks and focus more on the core activities of your business.

SOFTWARE EXPERTISE

FOR SELF MANAGED SUPER FUNDS



FOR FINANCIALS & TAX PREPARATION





PRO

Astra Globus

CONTACT US



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