

# Asim Sarfraz

Subcontract Bookkeeper — Bookkeeping & Accounts Automation Support

Geelong, VIC 3220, AU | Australian Citizen | Available remotely or on-site

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## Profile

ICB-member bookkeeper who brings a systems-analysis background to subcontract bookkeeping support. I work with senior bookkeepers and BAS agents to absorb overflow data entry, reconciliations, and accounts processing — and, where useful, design the automations that reduce a practice's manual workload. New to paid subcontract work, but formally qualified and equipped with a process-improvement lens most bookkeepers don't bring to the role.

## Qualifications

- ICB Member (454122) | Certificate IV in Accounting and Bookkeeping
- IIBA Certified Agile Business Analyst | Diploma of Systems Analysis & Design, TAFE Australia
- Software: Xero, MYOB, Unleashed, XBert, MS Office, LibreOffice
- ABN-ready sole operator | Full driver's licence and own transport
- Available part-time (10 hours/week), remote or on-site

## Professional Experience

### Self-Employed (Sole Operator) — Insivue Analytics

Geelong, VIC (remote available) | Dec 2023 – Present

Independent subcontract bookkeeping and automation practice, supporting bookkeepers, BAS agents, and business owners. Full scope of work is detailed under Subcontract Services below.

- Full-cycle bookkeeping support — data entry, reconciliations, accounts payable/receivable, invoicing, and bank feed management
- Supported BAS agents through BAS/GST/PAYG/SG reconciliation cycles (lodgement excluded)
- Built and deployed workflow automations, scoped and billed separately, to cut manual admin time
- Applied systems-analysis training to map business processes and identify automation opportunities

## Subcontract Services Available

### Transactional Processing

- Data entry (excludes BAS interpretation)
- Recording and reconciling financial transactions; posting debits and credits
- Invoicing — producing, posting, 2-/3-way matching
- Managing bank feeds
- Processing accounts receivable and accounts payable

### Reconciliations

- Balance sheet accounts, bank accounts, credit cards, petty cash, PayPal, clearing accounts, integrated loans, debtors, creditors, stock, barter cards, foreign banks

### Compliance Support (assisting registered agents)

- Assisting BAS agents with BAS/GST/PAYG/SG reconciliations; liaising with the business's tax agent/accountant on compliance support

### Asset & Reporting

- Maintaining asset register (reviewing, recording, depreciation); preparing financial reports

### Payroll Administration Support

- Timesheet review, payslip generation, employee onboarding/offboarding, leave approvals, and payroll system training

### Automation (scoped and charged separately from bookkeeping services)

- Examples: Dropbox integration, workflow automation, expense organiser, receipt scanning & data extraction, error-checking

### Excluded — Reserved for Registered Agents

- GST/IAS/BAS lodgement; statutory payroll lodgement & STP compliance; SG calculation, payment, and submission; taxation and EOFY statement preparation; R&D tax submissions