

Starting a Bookkeeping Business Checklist

You want to be a bookkeeper? You are ready and eager to take the next step and commence your own bookkeeping business, but, where do you turn, what do you do?? and most importantly - HOW!!

Steps to become a Certified Bookkeeper

A. Structure

- Step 1** Decide on a business identity and trading name (may trade under your own name initially)
1. [Prepare a Business Plan](#)
- Step 2** Register a Business Name
1. [Register on ASIC](#)
- Step 3** Register for an ABN and GST
1. [ABN Essentials](#)
 2. [Register for GST](#)
- Step 4** Consider a [corporate structure](#) (Company either with or without a discretionary trust)
- Step 5** Understand and consider the ATO view on starting a new business
1. [ATO checklist for new business](#)
- Step 6** Understand and consider the ATO GST Checklist for Small Business
1. [ATO GST Checklist for Small Business](#)
- Step 7** Decide on your charging policy (Result based or time based)
1. [Charge Rate Calculator](#)

B. Education

- Step 1** Do some initial reading
1. [Bookkeeping for Dummies](#)
 2. [Bookkeeping education reference material](#)
- Step 2** Decide on which software platform(s) you will use and know
- [MYOB](#) / [Xero](#) / [Reckon](#) / [Saasu](#) / Other

Starting a Bookkeeping Business

- Step 3 Obtain some initial training from the software companies (see above)
- Step 4 Obtain your Certificate IV in Bookkeeping (including the [BAS Agent skill set](#))
1. [Bookkeepers Guide to Certificate IV](#)
 2. [Continuing Professional Education](#)
- Step 5 Obtain ICB Student Membership - provided by your ICB Certificate IV Accredited Training Provider or RTO
1. [ICB Accredited Training Providers](#)
 2. [ICB Student Membership](#)
- Step 6 Be certified by ICB through [ICB's Practical Bookkeeping Assessments](#)

C. Commencing Business (May occur while the above takes place)

- Step 1 Register your Business (see above)
- Step 2 [Obtain Professional Indemnity \(PI\) Insurance](#)
- Step 3 Apply for ICB Membership at appropriate level
1. [ICB Membership levels explained](#)
 2. [Apply online for ICB Membership](#)
- Step 4 Following obtaining at least 1 years bookkeeping experience, obtain a [Practising Certificate from ICB](#)
- Step 5 If you are providing a BAS service, then you MUST register as a BAS Agent
1. [What is a BAS Service](#)
 2. [What can a bookkeeper do? What can a BAS Agent do?](#)
- Step 6 Understand and consider the "[How to engage with a client](#)" from ICB

D. Continuing to be Certified

- Step 1 Maintain the above registrations and insurance
- Step 2 Undertake the required [CPE \(Continuing Professional Education\)](#) each year
- Step 3 Undertake the ICB Annual Skill Review assessment