

Partner with Australia's Leading  
Bookkeeping Franchise Network



Australia's leading bookkeeping franchise is looking for first  
class professionals to be part of our nationwide network.



Australia's Leading Bookkeeping Network

# First Class Opportunity

First Class Accounts operators take pride in delivering a range of services to help small and medium-sized businesses work smarter through delivery of accurate bookkeeping services.

Since its inception in 2000, our network of professional bookkeepers has helped us go from strength to strength and achieve industry recognition. Now, with around 150 franchises nationally we are Australia's leading bookkeeping brand, and we continue to build on our success.

## Join First Class Accounts to work for yourself - not by yourself

If you want the chance to live the lifestyle you want, have experience in record keeping, an eye for detail and have a passion for helping small businesses to succeed, then you could be ideal for our team. We are looking for people that:

- Would love to work for themselves yet would appreciate the support and mentoring of a national office
- Are computer literate and have an interest in or experience of record keeping, bookkeeping or accounting
- Enjoy helping people grow their own businesses
- Like to learn, share knowledge, and be part of a team
- Possess a positive spirit, a 'can-do' attitude and outlook

Combine this with the motivation to develop your own business, a commitment to the highest standards of customer service, plus the readiness to take on the responsibilities of an owner, and you'll have what it takes to join and succeed our network!

## How we get you started

First Class Accounts provides extensive training in accounting principles and software, and in the business and marketing procedures needed to run your own business. You'll get continuous business support and training so you can grow your business in confidence.

This training is suited to all franchisees entering into a First Class Accounts franchise, notwithstanding where they may each be in terms of current bookkeeping, business development and sales skills.

As a First Class Accounts franchisee, you'll be supported at every step of the way to build your business and obtain a competitive advantage. You'll benefit from:

- Our initial nine week intensive training course which incorporates our unique, comprehensive training program.
- Unlimited access to members of our National Office support team.

- A comprehensive, 13 week 'Kick Start' business launch program.
- Learning how to source, capture and develop your own client base. We will also send you any bookkeeping leads we receive that are within your territory.
- Our system provides you with a support network of coaches, technical and business support.
- Free access to regular state-based Regional Training Sessions, our franchisee advisory forums and members' website, one-on-one business development meetings, and the opportunity to attend our annual conference.
- Access to the First Class Accounts strategic alliance partnership programs.

After completion of our intensive nine week training program you will be licensed to commence business as a First Class Accounts business owner. Together with our registered training organisation partners we'll assist you to gain accreditation to provide BAS services.

## Help small business owners work smarter, grow faster and live better

When you take on your first clients, you'll often be developing a rewarding partnership for life. The benefits a First Class Accounts client receives combine in an experience that goes beyond just receiving up-to-date professional bookkeeping information. The services you provide allow business owners to make informed and timely decisions which affect their operational efficiency, control and profitability. By freeing up valuable time for your client, you will help them achieve a more balanced lifestyle and give them the ability to focus on developing their business rather than just running it.

## Your place in the market

There are over 2 million small businesses registered within Australia. As a First Class Accounts franchisee you will initially look to develop as little as 1% of this market in your territory.

As a single operator (that is, not employing or subcontracting staff), depending on the type of client, as a franchisee you should aim to secure approximately 10 ongoing clients in the first year of operation. On a longer term basis, around 20 to 35 clients are recommended to sustain a profitable business.

As an employing operator (one that employs or subcontracts to other bookkeepers) the sky is the limit when it comes to how many clients you can service.

For more information on how to become part of Australia's leading bookkeeping network, call us to today on 1800 082 066 to find out more

## Use your training and skills to grow long term and rewarding client partnerships

As a First Class Accounts franchisee, after completion of your training you'll be able to provide your clients with a valuable range of services, including:

- Graphical financial reporting and analysis
- Preparation of financial budgets
- Cash flow reporting and analysis
- Receivables management
- Bank reconciliations
- Profit and loss accounts
- Initial client set-up and maintenance of accounting and office systems
- Payroll services and reporting
- Preparation and lodgement of BAS, FBT and PAYG returns
- Training and support in MYOB, Reckon and Xero software
- Insurance and finance options

## The appeal of a First Class Accounts franchise

- Low initial investment
- No heavy rental commitments
- Minimal set-up costs
- Low overheads
- Work the hours that suit you
- Pride in belonging to Australia largest network of bookkeepers
- National brand recognition and lead generation
- 'Kickstart' business launch program and local marketing support
- Initial training in all facets of the business
- Ongoing assistance and training in all areas
- Extensive franchisee support and mentoring
- Access to your assigned Franchise Support Manager
- Business planning and development
- Being part of a group of like-minded professionals and enjoying the camaraderie they offer
- And ultimately you'll appreciate the rewards of having our own business, doing what you enjoy, and being motivated to achieve the financial and personal goals you have set for yourself.

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We have been with First Class Accounts since 2005 and had no hesitation in renewing our contract for a further five years last November.

Our tenure with First Class Accounts has seen us form lasting personal and professional relationships with this great bunch of franchisees, and give us the confidence to run our business to meet our personal and business goals.

Charmaine and Tony Perry,  
The Entrance, NSW

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“ I started my First Class Accounts business in May 2002. I recently signed on for my third contract term. This in itself is testament to the positive experience I have had as a First Class Accounts franchisee, over this extended period of time. ”

Andrew Eustace,  
First Class Accounts - St Ives, NSW

“ Being a part of the First Class Accounts network has given me the confidence and support to be more than just a bookkeeper. Clients respect my professionalism and value my work. I in turn benefit from the professionalism and team spirit of both my peers and the National Office. ”

Trish Jones,  
First Class Accounts - Craigieburn, NSW



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