



SMSF ADMINISTRATOR

21 JOBS YOU DON'T HAVE TO DO

- 1. Fund Establishment:** Setting up new SMSFs for clients.
- 2. Member Registration:** Registering members and trustees with the Australian Taxation Office (ATO).
- 3. Compliance Checks:** Ensuring the fund complies with regulatory requirements.
- 4. Contribution Processing:** Handling member contributions, including concessional and non-concessional contributions.
- 5. Pension Setup:** Establishing pension accounts and managing pension payments.
- 6. Investment Transactions:** Executing buy/sell orders for fund investments.
- 7. Tax Return Preparation:** Preparing annual financial statements and tax returns for the SMSF.
- 8. Audit Preparation:** Gathering documentation and information for the annual SMSF audit.
- 9. Audit Liaison:** Coordinating with external auditors during the audit process.
- 10. Member Statements:** Generating member statements and reports.
- 11. Insurance Management:** Ensuring the fund's insurance policies are up to date.
- 12. Beneficiary Nominations:** Assisting members with beneficiary nominations.
- 13. Compliance Reporting:** Filing necessary reports with regulatory bodies.
- 14. Trustee Meetings:** Scheduling and organizing trustee meetings.
- 15. Document Maintenance:** Keeping records and documents in compliance with regulations.
- 16. Taxation Advice:** Providing basic taxation advice to members.
- 17. Roll-overs and Transfers:** Managing fund roll-overs and transfers.
- 18. Asset Valuation:** Periodically valuing fund assets.
- 19. Investment Strategy Review:** Assisting with the review and updating of the fund's investment strategy.
- 20. Record Keeping:** Maintaining accurate records of all transactions.
- 21. Education:** Staying up-to-date with SMSF rules and regulations and educating clients on compliance.