

Business services and advice

Bookkeeping and accounts preparation

- Monthly processing of invoices, receipts and bank transactions
- Full monthly reconciliations
- Preparation of monthly/quarterly management accounts
- Preparation and submission of year end statutory accounts

VAT service

- Assistance with VAT registration
- Advice on VAT planning and administration
- Use of the most appropriate scheme
- VAT control and reconciliation
- Help with completing VAT returns
- Planning to minimise future problems with HMRC
- Negotiating with HMRC in disputes and representing you at VAT tribunals

Payroll bureau service

- Customised payslips
- Administration of PAYE, national insurance, statutory sick pay, statutory maternity pay, etc
- Completion of statutory forms, including year end returns, to issue to your employees and submit to HMRC
- Summaries and analyses of staff costs
- Administration of incentive schemes, bonuses, and ex-gratia and termination payments
- Administration of pension schemes

Company secretarial

- Company formations
- Preparation and filing of statutory returns
- Preparation of all documentation related to minutes and resolutions
- Maintenance of statutory books
- General advice on company law

Business planning

- Strategic planning
- Business health checks
- Recommend solutions to improve profitability and cashflow

Business start-up advice

- Decide on the most suitable structure for your business – sole trader, partnership, or limited company
- Prepare a business plan, cashflow projections, budgets, and trading forecasts
- Assess your finance requirements, advise on the best sources of finance, and draw up the necessary proposals
- Establish a good working relationship with your bank
- Complete any registration procedures with Companies House and HMRC
- Deal with company secretarial issues
- Set up a recording system for your internal use and for complying with statutory requirements

Call us today to discuss all your financial needs

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