

# SERVICE AND SUPPORT

Flexible solutions for everything from everyday bookkeeping to management reporting



## CONTACT



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### OUR SOLUTIONS ARE AS VARIED AS OUR CLIENTS

Strong growth and healthy finances are the foundation of any well run business.

Developing the enterprise and its employees while managing all the financial aspects of the business can, however, be a considerable challenge.

No matter whether the challenge is balancing the petty cash book or catching up with a backlog of invoices, or whether you want help with your overall financial and management reporting, we can provide the perfect solution.

In Service and Support, we have assembled an experienced team of dedicated staff with combined expertise in solving the following tasks:

### OUR EXPERIENCE BASE

Thanks to the broad experience of our staff, tasks at any level are performed professionally, efficiently and reliably.

Our personnel have many years' experience from the financial and accounting departments of medium-sized enterprises. So should you experience bottlenecks or long-term illness, our flexible and mobile staff will be pleased to provide the necessary assistance.

You will experience that we are forthright and down to earth, and always communicate with clients on their own terms. Wherever you are based. We review your business situation before composing the optimum solution. Our competence base allows us to always find just the right person to solve any given task - quickly and efficiently.

### YOUR EVERYDAY LIFE WILL BE EASIER WITH OUR HELP

What do you focus on to make your business grow? Answers to this question are many and varied, but most emphasise financial aspects. It is imperative for those with financial responsibility that the books balance and that monthly, quarterly and year-end accounts are closed correctly and efficiently. For without a detailed understanding of your business finances, it is impossible to make well-informed decisions.

It is therefore important to take appropriate care in all phases of financial management, from everyday bookkeeping to year-end management reporting which highlights the financial achievements of your business. When

you choose to allow us to handle your financial management, accounting and bookkeeping tasks, you can rest assured that everything will be dealt with correctly and with a focus on quality.

### ONLINE - SECURELY AND EASILY

Many of our clients choose to utilise our online solutions, which allow most everyday transactions and financial management tasks to be dealt with via the Internet. This assures even greater flexibility and is both easy and secure.

#### TASKS

#### FINANCIAL MANAGEMENT

- Monthly, quarterly and year-end closings
- Balancing and reconciliation tasks
- Profit, status and cash budgets

#### ACCOUNTING

- Format and amendment of charts of accounts
- Completion of reporting packages
- Special/collective agreement payroll accounts
- Fixed assets registers

#### BOOKKEEPING

- Bookkeeping and VAT returns
- Standard payroll accounts
- Invoicing and settlements
- Debtor and creditor bookkeeping
- General administrative assistance



### OUTSOURCING OR INTERIM MANAGEMENT

No matter when you choose to involve us in the task-solving process, we aim to make things as simple as possible for you.

Our solutions therefore focus on:

- ▶ Flexibility
- ▶ Efficiency and quality
- ▶ Professional sparring
- ▶ Using the right expertise for any given task
- ▶ Supply reliability and the resulting reduction in vulnerability

We offer flexible solutions which reduce your costs, because you only pay for the services and time you require.