

www.horsfield-smith.co.uk



HORSFIELD & SMITH
CHARTERED ACCOUNTANTS

When it comes to accounting, full-time or part-time, ongoing or temporary, your place or ours, tell us what you need and when, and we'll be there for you.

Our business is accounting. We do it very well. Let us take you beyond your numbers and be an accounting outsourcing solution for you.

Every business, regardless of size, needs some extra accounting help from time to time. Perhaps your financial controller or Finance Director is on extended leave.

Maybe your company isn't large enough yet to justify a full-time controller but needs some financial oversight. Perhaps you are opening up in a new country and need people on the ground. You may have plenty of accounting staff, but they lack the skills to complete their responsibilities.

Or you may be starting a new business from scratch or overhauling an existing one and need some guidance on accounting protocols, structure and software.

Our business is accounting. By outsourcing your accounting needs, short term or ongoing, to us, you can concentrate on taking care of your business.

VAO Managed Accounting **a critical function of any business**

One of the most critical functions for any business is the accounting function, but it is a function that ideally lends itself to being outsourced.

Horsfield & Smith, an established firms of Chartered Accountants and Registered Auditors is able to offer a complete outsourced accounting service to businesses of all sizes.

Our VAO Managed Accounting Service deliverable via the Internet ensures that any business can have a professional accounts office, an accounts office providing you with all the management information that you need to achieve your business goals.

Your senior management is able to concentrate on what they do best managing the business.

Horsfield & Smith can help businesses from their earliest stages who want a complete service, or assist larger companies who do not want to incur the overheads of running their own comprehensive finance function.



HORSFIELD & SMITH
CHARTERED ACCOUNTANTS

Benefits

- Available 24 x 7
- Removing the complexity from accounts
- Improving the accuracy of your client data
- Delivering expertise enabling informed decision making
- Ensuring businesses have the services they need when required

A Modular and Flexible Service

The Horsfield & Smith **VAO Managed Accounting Service** is designed to be both modular and flexible. It is menu driven and businesses can decide exactly what they need, when they need it. Transparent pricing based on transaction volumes ensures that there are no shocks or surprises just:

- The Right Service
- At the Right Time
- From the Right People

Ensuring delivery of the right services, the right product range and meeting customers' expectations is a more important use of your management time than worrying about setting up and managing the accounting functions.

An effective accounts department is however a vital element of any successful business but having the staff within the business with all of necessary skills is often impractical.

Horsfield & Smith has all of those skills, it is after all what our business is about, and we also understand how IT can ensure that our services are delivered cost effectively via the Internet.

Our **VAO Managed Accounting Service** allows you to decide exactly which services and skills you need to be utilised to be a success for your business.

It may be that a traditional book keeping service where we make all of the entries is the most appropriate solution.

Alternatively you may enter some data directly with us preparing just monthly management accounts. Virtual meetings can be easily setup via the Internet if required. If it is decided that it is most appropriate that the sales ledger entries are entered direct and the rest is left to us then it can be.

Our **VAO Managed Accounting Service** is not prescriptive. The decision is "what will work best for your business", and because the service is modular, as your business needs change so can the level of service provided.

Think of us as your professional resource centre - use what is needed, when it is needed.



HORSFIELD & SMITH
CHARTERED ACCOUNTANTS

What can be included?

www.horsfield-smith.co.uk

<p>Account Office Functions</p> <p>Core Modules</p> <ul style="list-style-type: none"> • Sales Ledger • Invoicing • Purchase Ledger • Cashbook (Bank) • Nominal Ledger <p>Additional Modules can include:-</p> <ul style="list-style-type: none"> • Sales Order Processing (SOP) • Purchase Order Processing (POP) • Stock • CRM • E-commerce • Time & Project Management • Bill of Materials <p>Company Secretarial</p> <ul style="list-style-type: none"> • Registered Office • Annual Returns 	<p>Management Reporting</p> <p>With the expertise of Horsfield & Smith as your “Virtual FD” your business has access to:</p> <ul style="list-style-type: none"> • Monthly management accounts • Executive summaries • KPIs and Benchmarking <p>Payroll Bureau</p> <ul style="list-style-type: none"> • Weekly and Monthly • P11Ds • P60s <p>Compliance</p> <p>We can also handle a number of compliance issues that need to be addressed by the business:</p> <ul style="list-style-type: none"> • VAT • Statutory Accounts • Corporation Tax • Payroll Annual Returns
--	---

Electronic Invoice Handling

By utilising the latest workflow, scanning, and imaging technology purchase invoices, for example, can be scanned and posted into the accounting system. These are then immediately available for authorisation by your management via a secure Internet portal.

Pre-determined rules ensure that the invoices are routed to the appropriate personnel for approval by - value, supplier, nominal ledger code etc. The system complies fully with EU regulations for e-commerce and means that once invoices are scanned into the system there is no longer the need to store paper copies.

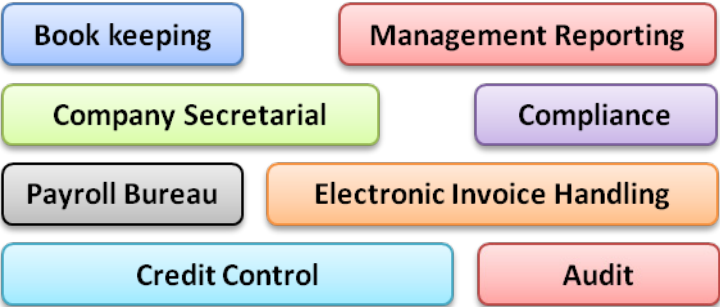
Once an invoice is approved prompt payment to the supplier can be arranged if required.

Credit References and Credit Control

The pressure to make business decisions quickly has never been greater. However, making sure that the decisions made about trading partners are the right ones isn't always easy.

Horsfield & Smith can conduct the required due diligence and comply with government regulations to help ensure that the bad debt risk is minimised.

We can also provide a full credit control and debt recovery service in conjunction with our legal partners.



Strategic Outsourcing

Beyond your payroll and general ledger, you need to plan for your company's future and your own. For long range planning, financing, operations and management assistance, Horsfield & Smith can help you with these strategic outsourcing solutions:

Assist with strategic business planning, including financing.

- Plan a new start-up enterprise
- Prepare budgets and forecasts
- Recommend cash-flow improvements
- Plan and prepare taxes
- Assist with industry-specific management
- Grow, preserve and protect your wealth

Horsfield & Smith

Tower House
269 Walmersley Road
Bury
BL9 6NX

T: +44 (0) 161 761 5231

F: +44 (0) 161 761 3001

Contact: lisav@horsfield-smith.co.uk

When to Outsource?

- Do you spend weekends and evenings trying to “catch up” on your company's accounting?
- Is your monthly financial information accurate?
- Is it difficult to find or keep a competent bookkeeper?
- Do you need more accounting assistance but can't afford a full-time controller?
- Do seasonal rushes overwhelm your accounting staff?
- Do you turn down special accounting projects because you don't have the staff to support them?
- Consider outsourcing your accounting needs to Horsfield & Smith.



HORSFIELD & SMITH
CHARTERED ACCOUNTANTS