

bookkeeping & management accounts...

Bookkeeping and management accounts are the processes of monitoring a business - helping to keep it on track and identifying further opportunities and threats.

The day to day accountancy functions of a business, management accounts and bookkeeping are essential but time consuming. Many of today's successful companies maximise their time spent on profit making core activities by using specialist companies to perform administrative functions where appropriate.

Whether you need a complete preparation of your management accounts and financial function or just assistance in certain areas, we provide staff who specialise in accounting support and will come out on site to prepare accounting information or assist in any training requirements you may have. Rather than just basic record-keeping, we provide regular financial reports that are essential to you in maintaining control over the finances of your company, ensuring profitability.

We are able to assist with...

- Setting up your accounting system including bank and trading accounts as well as easy access to the management information you need.
- Agreeing and arranging a timetable for processing your accounting functions such as making payments, collecting sums due to the company and payroll
- Assisting with the preparation of your VAT returns
- Producing management information to make timely decisions
- Dealing with the processing of the Customer, Supplier and Nominal Ledgers, including processing and reconciling all cash transactions, whether these are from the bank, credit card or till
- Managing cash and bank balances as well the company's relationship with its bankers
- Provision of cover for long periods of absence, either planned (such as maternity) or unforeseen circumstances

The above are all essential elements in controlling the financial health of your business. We will work with you to identify the most appropriate management information that will effectively and efficiently help you focus you and your business on those results that are critical to success.

For further information or a free initial consultation please contact us on 0845 555 8844 or email us on accounts@dains.com.

