



Outsourcing

Successfully managing any business is a huge task and one that we appreciate should not be underestimated. Each day can become a juggling act of priorities and often the production of accounts, payroll, data processing, although important tasks, can overtake the necessity to be out in the market place tending to existing and potential customers.

We understand that your time and expertise is best placed on supplier and customer management and can relieve you and your staff of the burden of book keeping, accounts and payroll. We offer a complete business support service, and by working closely with you, can design a bespoke solution to accommodate your needs.

Financial Direction

A key benefit of outsourcing to Broadhead Peel Rhodes is that you gain the knowledge of an experienced senior finance professional without the costs incurred if you had to employ one. Our hands on approach enables our staff members to give guidance on operational, strategic and commercial factors that affect your business, such as the following:

- We can help you raise additional finance as your business grows
- Provide information to assist the running of your business, including managing your finance function
- Highlight and help you reduce areas of financial risk
- Assess which areas of your business, and which markets, are a key factor in earning potential and ways you can exploit these further

Management Information

Our management information function provides the following on an ongoing basis:

- Aged customer and supplier balances (with detailed backup where required)
- Detailed management account reports including budget comparatives
- Analysis of key areas including sales, gross margin and overheads
- Business performance advice based on current accurate management information

The services of a payroll processor, data inputter and management accountant, can be covered for a fraction of the equivalent employment costs.

Data Processing

We can provide the whole book keeping function including:

- Generation of sales invoices
- Purchase invoices and matching to purchase orders
- Print remittances, payment runs, raise cheques and bacs payments
- Bank transactions including customer receipts, direct debits and balance queries
- Credit control
- Quarterly VAT returns

OUTSOURCING *continued*

Payroll

- Process weekly, fortnightly and monthly payroll, with customised payslips
- Administer deductions, tax credits, expenses, sick pay and maternity pay
- Completion of statutory forms, payslips and summary reports submitted to H.M. Revenue and Customs
- Organise payment, where requested, to employees and third parties
- Preparation of year end reports including P35 and P60

Benefits

Our structure ensures:

- We are able to provide you with an immediate response when required
- Sick leave and holidays are covered by the depth of the team
- We are fully staffed to manage fluctuating volumes of work e.g. weekly and monthly payroll, processing payroll for 25 employees to up to 500 employees, alongside seasonal fluctuations in business transactions
- We can plan, organise, run and manage your accounting and payroll, removing time restraints and resource issues from you and your staff
- Accounting and payroll software licences and support, including upgrades, are dealt with by ourselves
- A fully confidential and comprehensive service

Our dedicated team are always available, full time or as a short term contract covering fluctuating workloads, staff sickness and holidays and can provide you with constructive advice on an ongoing basis.

As a valued client you will be allocated two dedicated contacts, ensuring there is always someone available, who understands your business, whenever you require us. You will also be given a dedicated email address which can be accessed by all involved, ensuring a swift response. Finally, a P.O.Box can be arranged if required.



This factsheet seeks to address general business and financial issues and Broadhead Peel Rhodes have taken due care in its preparation and creation. You should contact Broadhead Peel Rhodes direct if you need advice on any specific accountancy issue. Broadhead Peel Rhodes do not accept any liability which might arise from reliance upon the information in these pages.

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