

FAIRFAX  YEAMAN

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ACCOUNTING SERVICES

At Fairfax Yeaman we are specialists in outsourced accounting and bookkeeping services. Our service include utilising our in-house accounting platforms or basing ourselves in your offices using your own established systems. We can be retained to deliver our services to you on an ongoing basis or we can work as an extension of your department on urgent short-term projects.

Accounting and Reporting

- Accounting, bookkeeping, financial reporting and consolidation
- Prepare accounts for statutory reporting
- Prepare accounts for auditors and prepare accounts and schedules for year-end audit
- Credit control
- Assistance with financial audit and internal control
- VAT registration and administration
- Payroll services
- Bank account set up and management
- Administration of employee provident funds
- General administration

Outsourced Bookkeeping

- Customer invoicing and statements
- Accounts payable and bill payments
- General ledger maintenance
- Collections/credit control
- Bank and credit card reconciliation
- Accounts receivable
- Payroll processing
- Monthly, quarterly and annual payroll tax
- Form preparation and submissions

On-site Accounting Assistance

- Accounting system set up and recommendation
- Full bookkeeping service onsite
- Accounting staff training

PAYROLL OUTSOURCING

At Fairfax Yeaman our services are designed to suit all levels and sizes of payroll. We are dedicated to minimizing your payroll administration allowing you to focus on the core activities of your business. Our managed payroll services provide you with a personal contact who is dedicated to supporting your business and is available to answer any queries you may have. Our high level of personal service ensures that you receive an accurate payroll and that your most important asset - your 'human capital' is paid in an efficient and timely manner.

Payroll Services

- Employee compensation planning
- Payroll set up and registration of employees with the local authorities: tax, social insurance, immigration
- Complete payroll outsourcing solution
- Provident Fund set up and administration
- Preparation of weekly or/and monthly payroll calculations
- Salaries in any currency with custom calculations through user-defined formulas for earnings deductions or contributions
- Deduct absences. Keep track of employee vacations, sick-leaves, etc.
- Preparation of tax computations for each employee to accurately determine the monthly tax deductions, based on the signed IR59 form of the employee
- Arrange timely payment of wages, salaries and deductions (Income Tax and Social Insurance)
- Up-to-date legislative advice and processes

Reporting

- Monthly payslips
- Payroll analysis (single payroll or any date range) with department and cost centre analysis
- Journal entries for the accounting department
- Bank payment instructions
- Timely preparation and submission of annual tax returns e.g. IR63 (Employees' Certificate of Emoluments), IR7 (Employer's Return)
- Provident fund reports

CORPORATE MANAGEMENT SERVICES

Fairfax Yeaman's Corporate Management Services provides outsourced support for the company secretarial function and company incorporation process in addition to keeping you up-to-date with legislative changes and best-practice recommendations that may affect your business:

Company Formation and Management

- Registered office address and facilities including office space
- Acting as directors, company secretary or nominee shareholders
- Corporate secretarial services
- Registering your company with all local authorities including tax and social insurance
- Registration of employees with local tax and social insurance authorities
- Maintenance of statutory records
- Organisation of shareholders' meetings and of board meetings and all associated administration including minutes, reports and filing of statutory documents.

HR SERVICES

Fairfax Yeaman offers your business the benefits of progressive HR practices and solutions customised to your unique needs. We support your internal HR with new or ongoing projects as and when necessary, offering the advantage of HR expertise without the headcount increase and associated operational costs.

By outsourcing your HR Services to Fairfax Yeaman your organisation will benefit from implementing cutting-edge HR initiatives, creative solutions, robust and adaptable processes and much more.

Our HR team has extensive international experience working with a variety of organisation sizes and types, from the very small to the very large, from the traditional to the unconventional, and across a variety of industries.

We will work alongside your organisation to provide solutions including:

- Organisational development, change management and company reengineering
- Employee contracts and handbooks (including other HR administrative processes)
- Policies and procedures
- Performance management – systems and evaluation
- HR reporting, HR audits and analysis
- Learning and development – HRDA administration and support
- Compensation and benefits, internal salary benchmarking
- Talent management and coaching
- Job evaluations and competency frameworks
- Employee engagement surveys
- Leadership development
- Culture development, values and mission statements
- Outplacement and career counselling
- Industrial relations including mediation support and coaching
- Industrial relations



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**FOR MORE INFORMATION VISIT OUR
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