

Hart Shaw

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HART SHAW

Chartered Accountants & Business Advisers

Business Advice & Support

Support – Tailored for you

Hart Shaw's expert staff work closely with you to provide a full range of business advice and support services. By combining your industry expertise with our support services, we are confident that you will see your company grow and flourish.



www.hartshaw.co.uk

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No matter how large or small your organisation, we can provide a complete support package or simply offer help when you need it.

Our services include:

- **Financial administration**
- **Accounting and payroll software sales, installation and support**
- **Management accounts preparation and financial reporting**
- **Accounting assistance, staff secondment and help with recruitment**
- **Company secretarial services and company formation**
- **Payroll bureau services**

Thanks to the latest automated systems and processes, we can ensure these services run smoothly and offer you a greater degree of flexibility – we can come to you, or your records can be sent to us.

By utilising our cost-effective, outsourced services, you can concentrate on the important aspects of your business, safe in the knowledge that you will still have accurate and reliable information on which to make decisions.

Data is available when you need it, reports and accounts are presented in a format that is familiar to external finance providers

and our team of experts will help you find ways to improve your profits and develop your business.

Financial administration

Running an accounts and payroll function can be time-consuming and complicated. It also diverts valuable resources away from your business' core activities.

We can act as your bookkeeper or your accounts staff (at your office or from our premises). We can even help you to recruit the best people to carry out the roles in-house.

Accounting and payroll software sales, installation and support

If you spend too much time bookkeeping, typing invoices and chasing debts, take control by installing the correct accounting software and save hours each week.

We can install software, provide training and offer support to ensure you get the best from your IT system.

Our experts can help with your:

- **Software or hardware selection**
- **Installation, set-up and training**
- **Management reporting solutions**
- **Payroll systems**

Whether you are investing in new technology, reviewing existing systems or you find you have simply outgrown your current resource, we can help.

Management accounts preparation and financial reporting

Regular management information is vital to the continued success of any business. We can prepare data in the format you require as often as you need, be it weekly, monthly, quarterly or even annually.

Company secretarial

All of the companies we look after are monitored by us so that statutory requirements are not overlooked and filing deadlines are met, ensuring you avoid costly penalties.

Our services include the following, along with preparation of all related documents:

- **Company formation**
- **Share issues**
- **Maintenance of minutes**
- **Maintenance of Register of Members**
- **Registered office facility**
- **Company searches**
- **Filing of documents, returns and accounts with Companies House**

We have found Hart Shaw to be absolutely invaluable to the running of our business. They have kept us on the 'financial' straight and narrow for years. It's like having a Financial Director on the Board, but without the full salary.

Mr S, Managing Director, South Yorkshire

For further information about Hart Shaw's business advice and support services, visit our website:

www.hartshaw.co.uk or contact

Martin McDonagh on (0114) 251 8850

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