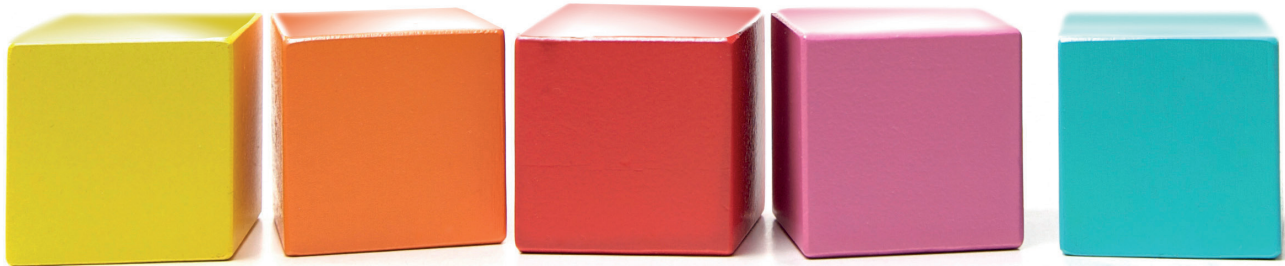


Outsourcing Services

**Advice and Support
for Entrepreneurs**



The entrepreneur's challenges

- I want to increase my earnings
- How can I generate more value from my business?
- I don't have enough time to do everything in the business
- How can I use my time more effectively?
- How do I ensure I fulfil all my financial and legal obligations?
- I need help realising my personal and business aspirations

The Roffe Swayne Solution

- A complete package of advice and support to help you to maximise the potential of your business
- Tailored to the needs of your business and your aspirations
- More flexible and cost effective than employing someone within your business.

Developing Your Accounts Function

Helping you to ensure that your accounting system will provide you with the information you need to run your business

- Understanding your business and structuring your accounts
- Reviewing your accounts function
- Selecting an accounting system
- Simplifying, not overcomplicating
- Training your staff
- Identifying information needs
- Supporting you in developing your system

Making sure the basics are in place

Day to Day Accounting

Helping you ensure the basic accounting needs are taken care of and so freeing up your management time and resources.

- Bookkeeping and record keeping
- VAT returns and compliance
- Payroll administration
- Managing PAYE matters
- Helping you to manage cash
- Operating effective credit control

Taking care of the number crunching

Management Information

Providing you with meaningful information which shows how your business is performing.

- Understanding what drives performance in your business
- Preparing management accounts
- Reporting Key Performance Indicators
- Understanding profit versus cash
- Preparing payroll analyses
- Preparing budgets and forecasts

Compiling useful information for you

Performance Management

Helping you to interpret management information to assist in improving business performance

- Understanding what is important, and what is not
- Analysing results with you
- Managing risks
- Identifying opportunities for business growth or development
- Regular interaction
- Delivery of advice, not just information

Interpreting information and helping decision making

Financial Management

Providing the sort of advice that you normally get from having your own Finance Director

- Managing your banking relationship
- Introducing creative ideas
- Rewarding employees
- Adding additional expertise to your management team.
- Cost effective support when you need it
- More time to focus on your core strengths

Fulfilling the role of Finance Director

About us

Based in Godalming, Surrey, Roffe Swayne is one of the region's largest independent firms of Chartered Accountants. Established in 1935, the firm has over 80 team members who have extensive experience, which many have gained through their backgrounds with large multinational accounting practices. Our well established team provide the reassurance of stability and consistency in the delivery of our services to our clients.

Although fully independent, Roffe Swayne is a member of the UK 200 Group of Chartered Accountants. This means that in addition to all the benefits of working with an independent firm our clients have the added advantage of being able to access the strength, resources and specialist expertise of a larger group.

Roffe Swayne is committed to its ongoing philosophy of forging strong personal relationships with its clients and understanding and meeting all their needs.

Our service levels are high, we respond quickly and this has contributed to the success of our clients.

Locations served

Although geographically based in the South East, we undertake work throughout the UK and on a worldwide basis.

Outsourcing Team

Jeremy Gardner

Outsourcing Partner

Having originally trained with KPMG and joining us from Smith & Williamson in Guildford, Jeremy was made a Partner at Roffe Swayne in April 2006 with specific responsibility for the Outsourcing Team.

He is particularly involved in providing support for clients on strategic planning, including preparation of forecasts and budgets, hosting board meetings, setting and reviewing objectives and sourcing suitable acquisitions. He works closely with clients, often acting in a Financial Director capacity with small to mid-sized companies with manufacturing, distribution and service based businesses.



jgardner@roffeswayne.com

Carol Davies

Payroll Manager

Carol heads up and manages our Outsourced Payroll offering and is responsible for delivering excellent client service in this area. With 14 years experience and in depth knowledge of the complexities involved with Payroll preparation and of advising clients and their employees.

She is particularly focused on making sure these are processed in an accurate and timely manner ensuring peace of mind for the clients she looks after. Carol is also well versed in legislation affecting Payroll issues.



cdavies@roffeswayne.com

Andrew Bagley

Business Services Manager

Andrew has extensive experience advising on the computerisation of the accounts function. This includes advising on all aspects of accounting, processing data entry, control accounting, management reports and financial accounts.

He has specialist knowledge of Sage accounting software, dealing with selection, set-up, installation, training, processing and report writing. He also has detailed knowledge of modelling and forecasting with Excel, Sage Forecasting and other database and accounting software.



abagley@roffeswayne.com

Other Members of our Outsourcing Team

Sue Osborne is involved with bookkeeping and VAT returns on a day to day basis, usually on clients' premises, using Sage software.

Christine Mitchell specialises in supporting clients with bookkeeping and the production of management accounts.

Shaaron Rogers specialises in all areas of operating an accounts function, looking after clients' bookkeeping right up to producing their regular management accounts. She also provides Sage consultancy and training.

Michelle Appleton is a qualified Accountant particularly specialising in the production of Management Accounts.

Karen Smith is involved with bookkeeping, VAT returns, Management Accounts, forecasting, budgets for a wide variety of clients.

Roffe Swayne Ashcombe Court, Woolsack Way, Godalming, Surrey, GU7 1LQ. Telephone 01483 416232. Fax 01483 426617. Email info@roffeswayne.com

www.roffeswayne.com