

MOORE STEPHENS

Management Services



challenging expectations



MANAGEMENT SERVICES

Moore Stephens Management Services division was founded on the principle of incorporating value added service into our main service line offering. Today, the firm strives to deliver a service that challenges the expectations of financial management.

To get maximum return, business owners need to make informed decisions to minimize risk and maximize profit, and control cash flow. A professional Moore Stephens financial manager with the relevant experience, drive and creativity is the best-equipped person to support business owners with this process.

WHAT ELEMENTS OF YOUR BUSINESS CAN YOU OUTSOURCE TO MOORE STEPHENS MANAGEMENT SERVICES?

BOOKKEEPING AND ACCOUNTING SERVICES

- Processing of cash book from source documents
- Preparation of creditors and debtors invoices and statements
- Full spectrum of service covering creditor and debtor reconciliations
- Age analysis for creditors and debtors
- Maintenance of fixed asset register
- Bank and petty cash reconciliations
- Monthly and year-to-date sales reports
- Management accounts including key ratio analysis
- Completion and submission of statutory returns to SARS (including VAT, PAYE, SDL, UIF and annual PAYE reconciliation)
- Full payroll service including monthly pay slips and reports reflecting year to date payroll statistics
- Accuracy review of accounting work performed by client's own accountant

MANAGEMENT CONSULTING

- Management Accounts
- Management Report

BUSINESS EVALUATION AND APPRAISAL

- Business evaluation
- Business valuations
- Financial due diligence reviews

MANAGEMENT ACCOUNTING

- Costing projects
- Budgeting and cash flow forecasts
- Assistance with finance applications

COMPLIANCE

- VAT
- PAYE
- Income Tax
- Provisional Tax
- Statutory support

INTERNAL CONTROL AND RISK MANAGEMENT

- Design and implementation of a formal business process plan and internal controls
- Review and upgrading of existing business processes and internal controls
- Seamless integration of manual and IT business processes and internal controls
- IT audits

The outsourced service offered is primarily aimed at Small and Medium Enterprises who want to benefit from the knowledge of a professional Financial Manager, but do not wish to pay for someone full time.

It makes perfect business sense.