

# Flexible and bespoke finance support

Empower your business with  
Designated Accountancy and  
Bookkeeping

designated 

## Our Accountancy Services



**Are you ready for making tax digital?**

**How much profit are you making?**

**Are you being the most tax efficient?**



Do you wish you had answers to questions like these?

If yes, our accountancy service may be the solution.

You need an Accountant who acts as your business partner, ensuring you have the up to date financial information you need, to enable you to make informed decisions.

A good Accountant is like a business co-pilot, providing you with the information needed to allow you to navigate your way.

Each month we will ensure your accounts are updated and prepare your monthly management reports which you will receive in a timely manner.

We can manage your supplier payments on your behalf, chase down your debtors and if you are an employer, we can also manage your payroll.

**Don't be caught out  
by tax!  
Be prepared.**





## Our Accountancy Services

Our team of Designated Accountants are fully qualified and licenced and will take responsibility for the professional management of your finances.

They will be supported on a daily basis by our team of certified bookkeepers who will handle the day to day transactions.

Our team of experienced bookkeepers will handle the day to day transactions, overseen by your Designated Accountant.

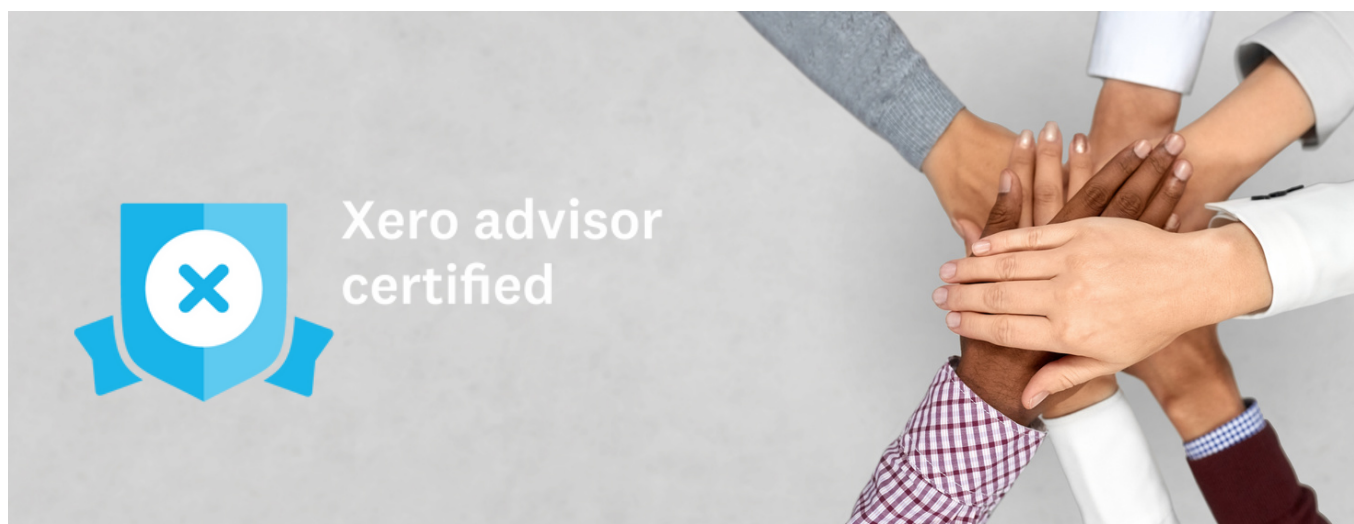
Our team are all Xero accredited and have experience working with the most popular systems including Quickbooks and Sage.

## Systems

In many cases we recommend Xero and we are a recognised Xero partner but we do also work with other popular finance systems.



**Our clients love Xero, it's easy to use, good value and integrates with most popular systems and applications.**





## Our Accountancy Service

We offer a full accountancy and bookkeeping service.

### Bookkeeping

The first point of an efficient finance service is the correct recording of transactions. Your experienced Bookkeeper will ensure your bank accounts are reconciled on a weekly basis ensuring correct posting of transactions. Invoices are recorded against bank transactions for clear and concise record keeping.

**Pricing** - Our bookkeeping services are charged at **£27.00 + VAT** per hour worked.

### Monthly Accounts

Monthly production of profit & loss, cash flow and balance sheet along with virtual 1-2-1 accounts review and forward forecasting for the business.

Your management report will include all the vital information you need from a financial perspective as follows:-

- Income – Invoices raised, and payments received
- Expenditure
- Profit – Gross and net profit
- Tax liability - current position and tax efficiency
- Aged debt – Report showing aged debt over 1 month, 3 months and 6 months
- Cashflow forecasting - Analysis of recent expenditure and forecasted cashflows for the next quarter so you have a better visibility of where your cash is being spent.

**Pricing** - Our Accounting services are charged at **£60.00 + VAT** per hour worked.





## Our Accountancy Service

### Annual Statutory Accounts

Statutory accounts preparation, self-assessment tax returns and submission to Companies House (Limited companies) and HMRC

At year-end your accounts will be simple, quick and easy to prepare as all of the hard work has been done throughout the year. Your Designated Accountant will prepare your end of year accounts for you quickly and accurately as your finances have been so well managed throughout the year.

### Corporation Tax CT600 Computations

Corporation tax calculation and submission to HMRC (Limited companies)

**Pricing** - Our Statutory Accounting & Corporation Tax Computation preparation and filing is charged from **£1,000.00 + VAT**.

### Self Assessment Tax Return

Let us take care of your personal tax and ensure all efficiencies are met.

**Pricing** - starts from **£500 + VAT**

### Payroll Services

Full payroll calculations using our specialist software, RTI submission to HMRC and to pension providers

**Pricing** - Our payroll services are charged at **£15.00 + VAT** per payslip.



**Start your conversation with Designated today.**

#### **Vicky Garbett**

Finance Director

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[Connect with Vicky on LinkedIn](#)







## Designated Business Solutions

**Alongside our Accountancy and Bookkeeping services, we also have an expert team of PA's, Marketing and Recruitment professionals who can provide flexible support services for every aspect of your business.**

### PA Services

Our team at Designated PA can help you become more efficient by taking care of the tasks that are important, but low on the priority list. We can help increase your productivity and reduce stress by giving you the support you need.

We know hiring and training staff can be costly and time-consuming, and that's why a virtual personal assistant who is used to adapting quickly is the ideal solution.

Our experienced and professional virtual personal assistants all have a minimum of 3 years of experience working at senior management to board level and will complement your existing team. Our flexible packages allow you to take on a virtual personal assistant from just 10 hours per month.

### Recruit A PA

If you're looking to hire a PA, then our recruitment approach is different. We are experts in delivering business solutions and can help you to determine your exact requirements and define job descriptions.

Designated are in a unique position of not only hiring experienced PA's for ourselves, but also directly for clients. We understand what experience, attitudes and values make the perfect PA through years of experience. We can filter, review, and present the best personal assistants suited to your criteria – saving you valuable time and peace of mind in the recruitment process.

**If you are interested in learning more about our PA or Recruitment services then please contact [sophie@designatedpa.com](mailto:sophie@designatedpa.com).**



# Designated Business Solutions

## Marketing

Whether you need to develop or re-energise your brand, attract new clients, raise awareness of your business, develop your digital presence or engage with your network to achieve your objectives we have the expertise to help you.

With Designated's virtual and flexible support, you can tap into the best talent anytime, anywhere. Our dedicated team will work to define your strategy and then advise you on the most suitable plan in line with your objectives and budget.

**For more information about our Marketing services please email [info@designatedpa.com](mailto:info@designatedpa.com).**

