

OUTSOURCING



We are outsourcing specialists

In today's increasingly competitive market, maximising efficiency and minimising costs whilst complying with laws and regulations is essential. Our range of outsourced services provide cost-effective solutions that are tailor made to suit your business, are designed to save you time and money and ease the administrative burden of staying up to date with legislation changes. You will not need to worry about potential penalties for non-compliance and will have more time to spend on growing your business.

Bookkeeping

Having accurate bookkeeping is vital. Not only will it enable you to benefit from available tax relief and ensure that your expenditure is correctly categorised for VAT purposes, but it will also give you access to useful management information. Based on whatever suits you, we can visit your premises or set up remote access.

Outsourcing your financial and accounting management to Ellacotts will reduce your operating costs and allows you to take advantage of economies of scale - giving you access to high levels of external expertise, and ensuring best practice and adherence to the latest rules and regulations.

Cloud accounting

We offer low-cost online accounting software for bookkeeping making it as smooth and easy as possible, reducing your costs and enabling you to work more efficiently. We will recommend and implement the most appropriate online bookkeeping software for your business and provide ongoing support, including training for your staff. Benefits of cloud accounting include:

- Access to your finances 24/7
- Easy to learn and straightforward to use
- Instant multi-user access enabling easy collaboration with your team and us, your advisors
- Run real time reports whenever you need them
- Invoice customers, track bills or expenses and check bank statements online
- No installation, upgrades, exchange data files backup or disaster recovery to worry about
- Simple monthly charge and zero-administration leaves you free to run your business
- Daily bank feeds meaning that bank transactions are integrated into the accounting software on a daily basis

Management accounts & Virtual Financial Controller

We can provide you with a dedicated Financial Controller who can take control of all your accounting functions. Having the relevant management information at hand, you will be able to monitor your business' profitability and overall financial health, including key performance indicators (KPIs). We will provide you with information as often and as detailed as you like to ensure you make the right business decisions. We can also make supplier payments on your behalf and manage your credit control.

VAT

Outsourcing your VAT compliance to Ellacotts will save you the time of trying to get a grasp of VAT rules and calculating VAT returns. We can help you register for VAT, ensure that your VAT returns are submitted to HMRC, offer you advice on avoiding penalties and mitigation of penalties, and ensure that opportunities for VAT relief are maximised.

Payroll

By outsourcing your payroll, we will ensure that you are relieved of the administrative and legislative burdens that are required of you as an employer, remove the need for a payroll administrator and save you time and money on staff training and payroll software. We can provide support and advice on how to deal with your responsibilities such as RTI submissions and Auto enrolment.

Our service is paperless and we use the latest online secure portals for exchange of information and BACS payments processing, as well as e-payslips for your employees.



About Ellacotts LLP

Ellacotts is one of the largest independent firms of chartered accountants and business advisers, and is listed in the top 100 accountancy firms in the UK.

We provide a wide range of accounting, business advisory, taxation and audit services helping your business improve its performance and protect your personal wealth for the future. Our dedicated team of specialists are knowledgeable and well-informed, approachable and practical and work closely with you to deliver carefully planned, clever solutions that are bespoke to your circumstances.

We are members of the **UK200Group**, a national quality assured association of chartered accountants and lawyers, and members of the International Association of Practising Accountants (**IAPA**), an association of international accounting firms with similar ethos and quality standards. Being part of these associations gives us the advantage of access to a depth of shared professional knowledge, resource and expertise on both a national and international platform, which is key in today's ever changing business environment.



Ann Bibby

Corporate Tax Partner
abibby@ellacotts.co.uk



Stephen Coley

Director
scoley@ellacotts.co.uk



Kelly Linzey

Assistant Manager
klinzey@ellacotts.co.uk



Jack Nield

Assistant Manager
jnield@ellacotts.co.uk



Jasmin Shackleton

Manager
jshackleton@ellacotts.co.uk



David Stevens

Managing Partner
dstevens@ellacotts.co.uk



Charlotte Toemaes

Partner
ctoemaes@ellacotts.co.uk



Alex Westerman

Manager
awesterman@ellacotts.co.uk

Tom Woodforde, Director, Redox Software Limited

"I'm up and running on Xero and it's brilliant, I can't quite believe that I can be so pleased about it all! The accounting normally takes me about a day a quarter, Xero will get that down to an hour. I've probably gained 3 days a year production capacity from this change."

Patrick McNeill, CFO, Smurfit Kappa UK Limited

"Ellacotts approaches payroll with clarity and confidence which ensures that everyone can concentrate on the most effective way to achieve their objectives. By engaging with Ellacotts we completed our project on time and I would recommend their services to other people. With them involved, I did not have to be involved."

Andy Astell, UK Operations Manager, Taprogge UK Limited

"Ellacotts have been our accountants and auditors since 2005 and we have been continually impressed by the service they provide. The team are always helpful and proactive with making recommendations and they are able to offer specialist advice in many different areas."

Banbury

Countrywide House
23 West Bar
Banbury
Oxfordshire
OX16 9SA
+44 (0)1295 250401

Kettering

Vantage House
2700 Kettering Parkway
Kettering Venture Park
Kettering
Northamptonshire
NN15 6XR
+44 (0)1536 646000

London

Suite 100
99 Bishopsgate
London
EC2M 3XD
+44 (0)203 6937315

For more information about Ellacotts and our services, please visit www.ellacotts.co.uk

Information for readers:

Ellacotts LLP is a member of the UK200 Group, a national association of UK independent quality assured accountancy and legal firms. We are one of the fastest growing accountancy firms in the UK and listed as a Top 100 Accountancy Firm by the Accountancy Age 2018 survey. We work closely with other professionals such as solicitors and land agents to ensure the best tax position for our clients.

Registered to carry on audit work in the UK and Ireland and regulated for a range of investment business activities by the Institute of Chartered Accountants in England and Wales. Details about our audit registration can be viewed at www.auditregister.org.uk under the reference number C001386037. For all legal information including terms of business, please visit www.ellacotts.co.uk. Ellacotts LLP is a Limited Liability Partnership registered in England and Wales, Registered Number: OC319580. A list of members is available for inspection at the offices of the firm

