



Blick Rothenberg

Outsourced Business Support Services

Blick Rothenberg can handle almost all aspects of business administration, leaving you free to concentrate on the core activities of your business.

Our services are structured to allow you to choose full back office support or to select specific items relevant to your needs. Our full range of services includes the following:

Bookkeeping and management accounting services

Blick Rothenberg takes care of the day to day bookkeeping and prepares monthly or quarterly management accounts. These accounts can be tailored to your group's specific requirements including preparation in various languages and under different Generally Accepted Accounting Principles ("GAAP") as required.

VAT returns

As part of the bookkeeping service, Blick Rothenberg will prepare the necessary periodic VAT returns, collating the relevant documentation and liaising with HM Customs & Excise during your regular VAT audits.

Expense claim management

Working with Concur, we can provide a solution to manage the online collection, approval and repayment of your employees expense claims allowing you to remain compliant with both group Travel and Entertainment ("T&E") policies and local compliance requirements.

Payroll

Blick Rothenberg will prepare employees' monthly salaries, administer commissions, incentive and bonus payments, and monitor and reimburse staff expense accounts.

Payment of creditors

Our online systems enable us to pay your creditors at times of your choosing, whilst leaving you with ultimate control.

Cash handling and banking operations

Blick Rothenberg can assist with treasury functions including the operation and monitoring of high interest deposit and current accounts and the facilitation of international payments.

Cash forecasting

We recognise your need to retain a regular overview of your cash reserves. We can prepare regular cash forecasts, enabling you to plan for the future.

Human resources

We can help you maintain the recommended employee records to stay compliant in an area where requirements differ significantly from jurisdiction to jurisdiction. We work alongside employment lawyers and provide services ranging from recruitment to record keeping, retention policies through to restructuring.

Communications and correspondence

A major concern for companies considering an outsourced accounting service is the potential loss of access and control. Our web interface stores all your accounting information, whether it be internally produced, or scanned incoming documents. It is a live link to the underlying SAP Business One accounting software allowing you to complete ledger searches as well as review and approve documentation. The information is accessed through a secure token authentication system allowing you access at any time, from anywhere with internet access.

For more information, please contact:

Jim Brown

Director

Tel: +44 (0)20 7544 8777

jim.brown@blickrothenberg.com

Blick Rothenberg
Global Business Services Limited
16 Great Queen Street
Covent Garden
London WC2B 5AH

Tel: +44 (0)20 7486 0111

Fax: +44 (0)20 7224 0553

email@brgbs.com

www.brgbs.com

