



**Grant Thornton**

An instinct for growth™

# Outsourcing services



# Introduction

At Grant Thornton, we understand our client's business requirements are individual to them. Specific emphasis is placed on Key Performance Indicators (KPIs) and performance measurements.

We understand that particular functions may not be a permanent requirement for your organisation or core to the successful running of your business. Our dedicated outsourcing team provide you with the tailored solution you need, whether on a short-term or long-term basis.

You may not need all services at the one time. Whether for a short period or on a regular basis, we tailor our offering to best suit the needs of your business at its particular stage. We align ourselves as part of your team to help you achieve your strategic goals.

We place a strong emphasis on delivering a seamless and efficient process for our clients with minimal disruption to management time in the transition and implementation stage.

At Grant Thornton, we know that commitment to quality and cost are two of the most important decisions to be made when considering outsourcing a particular function. We always ensure that our outsourcing service delivery is partner led with an uncompromising commitment to quality service.





We provide a broad range of services, including:

**1**

Management  
accounting and  
performance  
measurement

**2**

Payroll  
services and  
management

**3**

Company  
compliance  
services

**4**

VAT compliance  
and  
management

**5**

Corporation tax  
compliance

# Our outsourcing offering

At Grant Thornton, we provide an efficient and cost-effective outsourcing solution to ensure you drive efficiencies in your business. Our global reach ensures we are able to assist global companies to manage their requirements, on a local and seamless basis.

We are focused on assisting companies to meet all their local regulatory requirements. Our dedicated outsourcing service team are here to assist you in dealing with the everyday administration of your business. This includes your payroll processing, book keeping and management accounts to your corporate secretarial compliance.

## Management accounting and performance measurement

Our service offering includes:

- collection and processing of data;
- record keeping;
- bank reconciliations;
- maintaining your accounting records;
- management reporting in agreed formats;
- preparation of statutory accounts with all necessary disclosures;
- access to our technical accounting and auditing skills;
- statutory audit services;
- business process re-engineering; and
- improving competitiveness using Lean and Six Sigma techniques.

## Payroll services

Our payroll service offering includes:

- complete payroll processing;
- calculation of all aspects of tax, social insurance, pension, share purchases and other statutory deductions;
- electronic payment of salaries directly into employee bank accounts;
- keeping you up to date with budget changes;
- coordination and management of cross-jurisdiction payrolls with our local member firms;
- production of management reports;
- dealing with all employee queries;
- provision of services on or off-site; and
- option of outsourcing specific payrolls, such as executive payroll.

## Company secretarial services

Our service offering includes:

- company incorporations;
- annual compliance and maintenance of your statutory records;
- attendance and minute taking at board and shareholder meetings;
- statutory compliance reviews;
- corporate/group re-organisations; and
- branch registrations and on-going compliance.



## VAT services

Our tailored offering includes:

- VAT compliance services;
- assistance with routine Revenue queries and formal audits;
- advisory services for specific transactions;
- cross border advice; and
- tailored training for your team.

## Corporation tax compliance

Our offering includes:

- preparation of annual corporate tax returns;
- advice in relation to cross jurisdictional tax issues, including transfer pricing; and
- efficient international tax planning.



# Management accounting and performance measurement

Are you looking to control costs? Responsible for monthly financial information in your company? Not enough time in the day to complete management accounts accurately while also ensuring all other tasks are completed?

Our dedicated outsourced management accounting service can alleviate the burden for you.

We produce weekly/monthly/quarterly financial information for the company and deliver it to you in a pre-agreed format. We conduct the preparation of these management accounts either on-site or off-site depending on what suits you best.

## **Our services:**

- monitoring company performance against budgets;
- preparation of budgets and forecasts;
- measuring performance against KPIs, both financial and non-financial;
- meeting with the company/management to discuss the accounts on a monthly basis;
- conducting detailed analysis on the variances noted in the preparation of the management accounts;
- liaising with any internal accounting staff to ensure that all changes and adjustments, recommended and agreed are accurately reflected in the day books of the company;

- liaising with the company's external auditors in relation to the management accounts;
- advising on internal process and controls
- utilising Lean and Six Sigma experience; and
- contacting any third parties as the company requests.

As your business grows you may require more detailed financial analysis by cost centre. At Grant Thornton, we will be able to provide this without any additional management time input.



# Payroll services and payroll management

Payroll is complicated and time consuming. With the constant changes in the taxation system, payroll management and processing is one of the most challenging responsibilities a company has to deal with each year.

Whether for an executive group of staff within your company or the organisation as a whole, we can reduce your administrative costs. We will eliminate the worry of security and confidentiality issues arising from running a payroll service in-house and ensure compliance with Revenue requirements.

Our outsource payroll team provides you with a cost effective and complete payroll management solution. We have a dedicated and experienced payroll team that become your payroll department, saving you time and money. This service allows you to dedicate significantly more company time to growing your business and focusing on your customers' needs.



## Our comprehensive payroll solution includes:

- payroll processing in line with your requirements;
- calculation of all aspects of tax, social insurance, pension, share options and other statutory deductions;
- assisting with the calculation of all notional pay/Benefit in Kind (BIK);
- electronic payment of salaries directly to employee bank accounts;
- ensuring ongoing and year end compliance with Revenue requirements;
- keeping you updated on important payroll related dates;
- informing you of any budget changes;
- coordination and management of cross- jurisdiction payrolls with our local Grant Thornton member firms;
- providing temporary staff to cover leave in your payroll team;
- carrying out a review of your in house payroll function;
- provision of appropriate payroll reports and analysis in various formats; and
- responding promptly to all queries.



# Company compliance services

Your legal and statutory obligations can be a burden, our corporate compliance team offer a solution to lighten this burden. Our experts are equipped to deal with all areas of company secretarial and corporate compliance.

Through our central point of contact, we can address all matters on a local and/or global basis. This allows you to concentrate on core areas, safe in the knowledge that corporate compliance matters are being dealt with efficiently and effectively by our specialists.

## Our service offering:

- company incorporations;
- annual compliance and maintenance of statutory records;
- corporate reorganisations;
- share transactions;
- attendance and minute taking at board and shareholder meetings;
- advice on minimising the disclosure of your financial information;
- statutory compliance reviews;
- review of corporate structures; and
- provision of temporary staffing to assist at busy times in your corporate compliance department.



# VAT compliance and management

Are you responsible for submitting VAT (or other indirect tax) returns in a number of jurisdictions? Are you also responsible for ensuring other forms such as VIES, intrastat or year-end trading summaries are submitted to the relevant authorities? Could you benefit from local expertise in each of those jurisdictions?

If the answer is **yes** to any of the above questions, then we can help. At Grant Thornton, we provide VAT compliance services to a variety of organisations, many of which operate on a global scale.

We provide VAT compliance services (VAT returns, Intrastat returns, VIES returns, VAT group applications, etc) or equivalent taxes in countries where VAT is not present. This service is offered on a global basis by working with our colleagues throughout the Grant Thornton member firm network.

Our team assist with routine Revenue queries as well as formal audits and can deal with the authorities fully on your behalf.

We provide advisory services in relation to specific transactions or unusual scenarios where the VAT treatment is not clear cut.

Our dedicated team advise in relation to cross-border transactions and the appropriate VAT treatment in other jurisdictions.

We provide training courses for our clients so they can keep up to date with the latest indirect-tax developments and plan accordingly.



# Corporate tax compliance

With significant variation in the nature of corporate tax regimes across Europe, the task of managing the European corporate tax compliance process can be difficult. For example, how do the interest deductibility rules in the UK compare with the German equivalent? Have there been any changes to the rules since last year?

If these are ongoing issues for you, then we can help. We provide corporate tax compliance services to leading multinationals with offices based in Ireland. Our service model is based on the efficient and accurate completion of the returns, with the appropriate level of communication on progress.

We commit to providing:

- a 'one stop shop' for the preparation and completion of corporation tax computations and returns for the EMEA region, including interaction with your external auditor, if appropriate;
- full visibility of the status of all computations, returns and payments due;
- ongoing updates on key tax developments in all relevant jurisdictions;
- a partner led team; and
- a flexible approach, tailored to your needs.



# Why Grant Thornton?



Single point of contact



Experienced team of specialists



Flexible approach



Confidential service



Committed response time



Global network of member firms



Cost effective



Bespoke services



Full compliance with legal and Revenue requirements

# Experts in outsourcing



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