



# Joan's Beancounting Services



## Joan's Beancounting Services

A friendly, personal service provided by Joan's Beancounting Services. Not limited to bookkeeping and payroll, we can also cater for all your office admin needs. We can provide you with a virtual office manager, so taking away the admin and allowing you more time to dedicate to your core business tasks.

Competitive rates upon discussion.

Work undertaken on-site and/or remotely as agreed.



# Joan's Beaccounting Services



## Bookkeeping/Accounts

- Using Sage 50 Accounts 2008 software
- Monthly Management Accounts
- Manage Customer invoicing
- Credit Control (if required)
- Manage Supplier invoices
- VAT returns and submissions
- Bank Reconciliations
- Cash Flow
- Year End Accounts preparation



# Joan's Beaccounting Services



## Payroll Services

- Calculate gross and net pay, tax and National Insurance, in accordance with legislation
- Calculate employees' sick, maternity, paternity and/or adoption pay
- Produce statutory forms, such as P45, P14/P60 and P35
- Submit Year End returns to HMRC
- Maintain individual employee records



# Joan's Beaccounting Services



## Tax Computations

Taxation advice from our on-board Chartered Tax advisor for more complex tax matters:

- Corporation Tax calculations
- Personal Tax calculations



# Joan's Beaccounting Services



## Office Administration

- Virtual Administration Office
- Assistance for Sales team
- Customer quotations
- Facilities including vehicle management
- Organisation of office records
- Company correspondence
- Booking travel



# Joan's Beancounting Services



## Contact Details

Please contact us by one of the following:

Mob: +44 (0)7720 598375

Email: [joan@beancounting-services.co.uk](mailto:joan@beancounting-services.co.uk)

Visit us: [www.beancounting-services.co.uk](http://www.beancounting-services.co.uk)

Post: Joan Rolfe

4 Granary Way, Great Cambourne, CB23 5BQ



# Joan's Beaccounting Services



## Recommendations

This is what recent colleagues have had to say about Joan:

"Joan is professional, hard working, conscientious, and has a great eye for detail. She uses her interpersonal skills to influence others to ensure that financial controls are adhered to and if concerned about an issue is proactively involved to ensure that the right process, controls and reporting are in place. With regards to company sales, Joan has been meticulous in managing IP and royalty contracts and subsequent debt management, ensuring that: -Contractual obligations are well understood from a financial perspective -Project managers have met those obligations -The necessary records are in place to invoice and recognise income. - Debts are collected with minimal delays It is a real pleasure working with Joan, and you can always rely on her support and great sense of humour (and a funny accent!)"

"Joan is a very hard worker, with a great eye for detail (All important when reviewing contracts). She was always confident in her work, and was able to prioritise and organise her work in order to meet all the necessary month end deadlines "

"Joan is a fantastically well organised person. She always has information at her finger tips for anything she is responsible for. She has a logical approach to her work and prioritises well. She is proactive and often spots potential problems and offers solutions. She is hard working and enthusiastic and undertakes any task requested of her to an extremely high standard"