

More than anything, you want to make your business work, to make it thrive.

To do that, you want the freedom and flexibility to concentrate on your customers and minimise the time you have to spend on administration.

You want to have confidence in your systems and peace of mind that your business complies with all of its accounting and tax responsibilities.

And that is where **The Number House** comes in.

## Why you should talk to us

**You'll find us approachable and friendly.** Much of our work comes to us through referral by clients who have benefited from our wide range of services.

**We'll talk to you in plain English.** We know you want clear, concise information and don't have the time to sift through complex technical accounts jargon.

**We're flexible.** We can work at your premises or collect your books and paperwork and return everything to you within your deadlines.

**We gear our systems to tie in with yours.** Our aim is to ease the pain of financial management, reduce paperwork and keep you fully informed and up to date with how your business is performing.

**We'll help you make the best use of your resources.** We can identify the areas of your business that are the least profitable and those you should be looking to build on.

## We can help you

Whatever the size or scope of your business, **The Number House** takes a flexible, confidential approach to your needs.

Our team has the resources to offer broad-based help with book-keeping and management accounting. We can also provide specialist expertise as and when it is required.

Our client base includes:

- Sole Traders
- Partnerships
- Limited Companies
- Limited Liability Partnerships
- PLCs
- Charities
- Clubs

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one zero  
two four  
The  
Number House  
management accounting services



making your business count

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## Book-keeping Services

**The Number House** provides a complete book-keeping service covering such crucial areas as:

- Record keeping of your income and expenditure
- VAT records and returns
- Wages and PAYE
- Credit controlling
- Bank Reconciliations

The service can be tailored to meet the particular needs of your business or organisation.



For a small business, for instance, **The Number House** service means you don't have to recruit and manage accounts staff, nor have the expense of buying a computer and software.

**The Number House** can provide you with all the book-keeping support you need, from as little as a day a month to a couple of days a week, and we'll advise if and when the time is right for full-time support.

We can also deal with auditors, banks, the Inland Revenue and Customs and Excise for you.

We are experienced in accounts software packages like Sage and QuickBooks, as well as Excel. This allows us to step into your existing systems or we can advise on the best system to suit your needs if you are thinking of expanding or upgrading.

## Management Accounting



Our role in providing a full Management Accounting service is to maximise the degree of control our clients have over how their business performs.

We can provide regular, financial reporting information for you to use as a Management Tool to allow you to make informed business decisions.

The sooner you have that information, the quicker you're able to deal with issues – before they become problems.

The challenge is to establish robust and transparent systems and procedures to enable us, on a monthly or quarterly basis, to provide:

- Profit and Loss Accounts
- Balance Sheet
- Profit and Loss Projections
- Budget Setting and Monitoring
- Cashflow Projections
- Departmental or individual project performance reporting

At **The Number House**, we know the importance of having fast, open access to the key information that will tell you how your business is performing.

## Systems Analysis & Development

When you are immersed in all the challenges and concerns of running a business, it can be difficult to step back and take an objective look to see if the systems you currently use are giving you the information you really need.

**The Number House** can undertake a Systems Audit to scrutinise your existing financial and administration systems and make professionally informed recommendations.

We will identify what you can do to improve your ability to capture the day-to-day financial information that lies at the core of your business – and use it to help you make the big decisions about the future and provide a basis for development and growth.

Should you be thinking of merging or buying over another business, we can help by analysing the systems of both businesses. We can also prepare and manage a plan of how best to bring the two systems together in the most efficient and streamlined way possible.

