

A photograph of two men in a professional setting. One man, with a beard and glasses, is pointing at a laptop screen. The other man is looking at the screen. The background is bright and out of focus. The image is framed by a purple and green vertical bar on the right side.

R|B|K

SME AllServ[®]

**Accounting & Business
Support Services**

We're by your side

Contents

2	Accounting & Business Support Services
4	Accounting Solutions
6	Tax Solutions
8	Finance
10	Software Solutions
12	Technical Solutions
14	HR Solutions
16	Payroll Solutions
18	Audit
20	Corporate Compliance
22	Wealth Management
24	Why Choose Us?
25	Contact Details

Discover what SME AllServ® can do for your business

SME AllServ® is RBK's integrated business service, offering you a unique range of tailored services, focusing on your needs and bundled competitively to suit the demands, size and dynamic of your business.



Accounting & Business Support Services for SMEs

Small and medium enterprises face many challenges, with one of the most significant challenges being how to best utilise limited internal resources while deploying capital into a competitive market.

Entrepreneurs and principals of small and medium enterprises have the difficult job of balancing the day-to-day management of their businesses with the reality of limited resources.

Investors expect management teams to focus primarily on business growth and return on investment.

Once a company has passed the start-up phase or early stage development, it often requires sophisticated financial expertise to establish sustainable financial and management systems. Likewise, when there is a need for transition / exit, solid experience is needed to accomplish the goals.

RBK works with small and medium enterprises and investors to provide the added resources needed to help build stronger companies from the inside out, and when necessary, to assist with exit strategy.



RBK's Accounting Services for Small and Medium Enterprises are specifically designed as a "right size" and scalable solution that is affordable for the sector. With limited resources and increased pressures, outsourcing functions such as accounting, payroll and technical support puts your focus back on the business itself.

Our services in more detail:



Accounting Solutions

At RBK, we understand that no two businesses are the same, which is why we get to know our clients and offer them a service tailored to meet their specific requirements.

We take the time to understand your business, challenges and requirements.

Our accounting solutions team are more than just bookkeepers. Thanks to our friendly and efficient approach, clients have come to view us as trusted advisers and partners to their business. This means that, not only can we take care of your accounting requirements; our team of experienced professionals will highlight new approaches, recommend opportunities and advise you on ways to make your business more successful.





The full service

You can choose to outsource the entire accounts function to us by providing us with your raw data. Our specialist team then process the data by utilising our accounting system or indeed your own online cloud accounting system.

Once the information is processed, we can then validate the data and provide you with key management information on a regular basis and carry out the tax compliance function on your behalf.

This will reduce your costs and free up your staff to focus on core business activities.

By choosing this option, all of your tax compliance and annual reporting requirements will be met.

Service tailored by you

Alternatively, we can provide the necessary on-site advice, training and support to your in-house team to enable them to process the raw data efficiently, which will ultimately lead to the provision of key management information.

Our services include but are not limited to:

- Accounts Payable.
- Accounts Receivable.
- Reconciliations of general ledger.
- Sales invoicing function.
- Monthly / bi-monthly / quarterly management accounts and reporting.
- Analyse key management information and identify trends, which will allow you to capitalise on opportunities.

Tax Solutions

Our Tax Services to Small & Medium Businesses ensures that your tax compliance function is being dealt with by professionals. We strive to ensure that opportunities are sought after, are seen early and that amendments are made so that overall taxes of the business are minimised. Our view is that taxes should be treated similar to any overhead in a business, that needs to be constantly managed.

Our Tax Services include the following:



Income Tax and Corporation Tax

We prepare Corporation Tax and/or Personal Income Tax returns for your business on an annual basis. We work to ensure that all tax reliefs are claimed in full and more importantly, we examine opportunities that are available to enhance your business and minimise your taxes.



VAT RCT PREM

We can look after the entire VAT, RCT and PREM (Employer's PAYE / PRSI) Compliance function for your business and we ensure that your VAT, RCT and PREM affairs are in order to give you peace of mind and avoid unnecessary errors with resulting penalty costs. Again, we seek to ensure that these taxes are minimised by constantly ensuring that saving opportunities are sought.

Overall, our tax compliance and consultancy function for Small and Medium enterprises ensures that the Compliance function is dealt with on a timely basis, opportunities are sought to ensure taxes are minimised and tax returns are reviewed to ensure Revenue interventions are reduced.



Benefits for you and your business

By appointing RBK as your in-house accountants, this will allow you to:

- Free up management time to concentrate on your core business.
- Reduce the hidden costs of employment.
- Have better controls and risk management.
- Redeploy your staff to their own areas of expertise.
- Have confidence in your accounting records.
- Receive support from a dedicated team that understands your business and industry.



Finance

Every business needs to control and plan their cashflow, be it for ongoing trading, investment plans or debt repayments. We can assist with forecasting the cashflow requirements of your business and source appropriate finance solutions that match those requirements.

Our sector knowledge, forecasting experience and analytics will bring benefits to your business and enables us to assist you in this process by:

- Reviewing your business plan and existing capital structure.
- Identifying any future working capital requirements.
- Examining repayment capacity in various scenarios.
- Allowing time to identify and source the right finance partners and type of finance.
- Comparing all costs associated with the finance.
- Ensuring business cashflow is not compromised.



Sources of finance

The growth in the range of funding sources available to Irish businesses means that there are a variety of options to consider, including:

Agency supports

Enterprise Ireland and Local Enterprise Offices are active supporters of Irish business. Support services include:

- Funding through grants.
- Competitive funds.
- Equity investment.

Banks

With increasing competition between the banks for quality, growing businesses, there are a range of finance options now available, such as:

- Short term solutions e.g. temporary overdrafts.
- Medium term options e.g. invoice discounting and asset finance.
- Long term debt facilities.

Alternative lenders

New funders are entering the Irish market with specific products, on terms that can be more suitable to borrower's requirements, such as:

- Loans with higher loan to value ratios.
- Interest only repayment profiles.
- More flexible qualifying criteria.

Equity Funding

Debt is not always the solution for a company's funding needs. Other sources that should be considered include:

- Employment Incentive and Investment Scheme (EIIS).
- Start-up Refunds for Entrepreneurs (SURE).
- Private Equity.
- Equity partners, including growth funds and venture capital.



Benefits for you and your business

- Experienced team in raising finance across all industry sectors.
- Advice on all sources of funding including alternative lending.
- Facilitating direct access to funding providers through our existing relationships.
- Ensuring funders requirements, terms and conditions can be met.
- Reliable, confidential and efficient processing of information.
- Quicker funding application process.

Software Solutions

Business applications are critical to the efficient running of your business. Our specialist software team who have varied accounting backgrounds can offer support for a wide range of software applications as well as providing training and support services.

Our experienced team can advise you on a broad range of applications, including:

- Implementation and/or advice on Accounting and Payroll Software.
- Time Recording and Staff Management Systems.
- Point of Sale, Stock and Retail systems.

Specialist Advices

Our team can also advise you on various ways of saving time, improving profitability and ultimately saving money by reviewing your current processes and suggesting recommended ways of automating or integrating with your other systems.

Training

To get the best from your IT systems, it is essential that your staff are adequately trained. RBK's experienced team of consultants, who have an accountancy background, can provide training to your team on a significant number of commonly used accounting and payroll software systems.

Helpdesk Support & Service Contracts

There are many different scenarios where your business may require IT support. At RBK, we have a dedicated team that works closely with clients to identify and troubleshoot problems and issues from within their systems and ensure a timely resolution of same.



Business & Systems Consulting

Effective business processes, applications and systems are critical to the efficient running of a business.

At RBK, our specialist systems consultants provide in-depth advice on how your financial and manufacturing/ supply chain systems should be operating in order to improve your business performance and make the best use of your IT.

We provide a wide range of solutions including the following:

- Business Process Improvement “Lean Consultancy”.
- Operational Process Review and Automation.
- Internal Controls, Approvals and Procedures Development.
- System Selection.
- Implementation of New Systems.
- Business Intelligence & Management Reporting.
- Project Management.

Technical Solutions

Small and medium enterprises can be challenged by the task of managing the demands of business growth, while coping with changing technology developments.

The essential components of an effective IT infrastructure, i.e. servers, storage, software and networking links are critical to any business running efficiently.

Downtime of servers or computers can lead to revenue loss, reputation damage and lost productivity so it is of vital importance that your IT infra-structure is stable. Therefore, a reliable technology support service is fundamental to your business.

For all IT projects, we work closely with clients, getting to know your exact requirements, in order to build and deploy the most precise and cost-effective solutions.

Our technical consultants can proactively manage your technology environment remotely and via onsite visits. For a small and medium enterprise, this service offers peace of mind and allows you to focus on your day to day business knowing that your technology platform performs efficiently.



Our Technical Consulting Services include:

- Evaluate and consult on existing IT services.
- Recommendations based on business requirements, both operational and from a compliance standpoint.
- Guiding decision makers on many options with the cloud, on premise and a hybrid of both.
- Assessment and review of existing system security procedures.
- Establish security baselines and work with clients to implement security policies and best practices.
- Project Management, implementation and co-ordination.



Benefits for you and your business

- Savings on your overall IT cost.
- Efficiency and reliability of your IT system.
- Managed Helpdesk Support.
- Helpful, efficient and experienced team of IT Certified professionals.
- Enhanced performance of your IT system.
- Consistency in IT service delivery.
- Strong customer focus & unbiased advice.
- In-depth understanding of your business requirements.
- Scalable & cost effective solutions in line with business growth & success.



HR Solutions

Getting the best from your people

Managing the Human Resource function is time consuming and because of the legal framework surrounding it, can create significant risks for your business if not managed properly.

We can advise you on how to manage these risks efficiently. In addition, we will work with you to identify your HR priorities and improve operational performance.

We can support you in many ways to ensure compliance and best practise for your business, along with ensuring you get the best out of your employees. Our expertise includes:

HR Compliance

Ensuring your business is compliant can be difficult, as there are many acts and regulations you need to follow. We can assist you with this by:

- Carrying out an audit to see if you are compliant.
- Support your business to becoming fully HR compliant.

Financial & Executive Recruitment

Our Recruitment Specialists can support you in attracting and hiring the most suitable candidate for your business, in a cost effective way. Whether you just need your new position advertised, or require assistance throughout, the whole recruitment process, we can help.



HR Helpdesk

Our Helpdesk service is aimed at providing your business with an outsourced HR Department. We can support you with:

- Access to a dedicated account manager.
- Expert advice and guidance on HR queries.
- Review and development of employment documentation.
- HR policy development.
- Regular employment law updates.

HR Consultancy

HR Consultancy deals with specific projects that will help to improve your business from a HR perspective. Some of the projects we can assist you with are:

- Performance management.
- Organisation reviews.
- Workplace investigations.
- Merger support.
- Restructuring.
- Training.



Benefits for you and your business

- Legally compliant from a HR perspective.
- Increasing employee retention, motivation and productivity.
- Attracting and hiring the best employees.
- Improving your company's business perception as a good employer.
- Cost effective.

Payroll Solutions

Managing payroll is a critical part of your business and with changing regulations and ever increasing compliance requirements; many businesses may not anticipate the cost and time involved in carrying out this function.

With over 60 years experience in payroll and a wealth of experience in offering a complete payroll service to our clients from sole traders to multi-nationals in all industries, we have an expertise that can be leveraged to your advantage.

We help our clients understand what they need to know to keep them compliant in a practical and supportive way.



Payroll Services

Our core payroll services are set out below and can be customised to the needs of your business:

- Preparation and processing of weekly, fortnightly, monthly payroll.
- Process documentation for Starters / Leavers.
- Benefit in Kind calculations.
- On line Filing P45's & P30's.
- Printed and / or E-payslips.
- Standard / customised reports.
- Third Party reporting.
- Electronic Funds Transfers.
- Calculations of part-time holiday pay entitlements and public holiday entitlements.
- Annual compliance.

Payroll Helpdesk

You can avail of a Payroll Helpdesk to assist you or your staff with any queries including:

- A dedicated Payroll Account Manager to provide expert Payroll advice in responding to and dealing with employee related queries.
- Advice and help in completing Social Welfare forms, salary certificates etc.
- Advice on issues that impact on employees net pay.
- Regular updates on Payroll legislation.

We have a variety of options available ranging from basic maintenance to a fully managed service.

Our friendly, dedicated team will help you comply with the ever changing legislation.



Benefits for you and your business

- Efficient and up to date payroll package to keep your business fully compliant.
- Access to experienced Payroll Professionals.
- Dedicated Payroll Help Desk for day to day queries.
- Customised to meet growing Payroll requirements.
- Reliable, confidential and accurate processing.
- Security of data and back up data retention.
- Cost effective.

Audit

Our Audit & Assurance team work with a wide range of clients who have various reporting and audit requirements.

RBK audits are conducted in accordance with International Standards on Auditing (ISA) and our firm is subject to continual monitoring and review internally, by our regulator and by our international network, LEA. This means our clients are assured of the quality of our work and know that it is carried out in accordance with current best practice.

As well as providing efficient and timely audit assurance services, our value added approach allows us to bring strategic advice to clients through a clear understanding of your business and industry experience. This is delivered through quality engagement and good communication at all the critical stages in the process.

We believe that a successful audit should go beyond simply satisfying legal requirements.

Our audits, led by experienced professional staff located in our three offices in Dublin, Athlone and Roscommon, provides assurance and can provide vital insights into the operation and control of your business.



Benefits for you and your business

By appointing RBK as your in-house auditors, this will:

- Provide you with the assurance that your financial statements are true and fair and comply with relevant legislation.
- Turn the audit experience into a value added proposition for you.
- Simplify the audit process for you through smart use of technology.



Corporate Compliance

Our Corporate Compliance team ensure that Directors meet the annual filing and record maintenance requirements of the Companies Acts. We have the expertise available for you to deal with your company secretarial matters quickly and efficiently.

Annual compliance

- Monitoring Compliance deadlines.
- Preparation and submission of the Annual Return.
- Drafting Annual General Meeting and Extraordinary General Meeting documentation.
- Circulation of meeting notices.
- Provision of Registered Office Address Facilities.
- Maintaining the Registers and Minute Books.
- Documenting dividends.
- Registration of Foreign Branches.



In addition to our annual compliance services our Corporate Compliance team has experience in a wide variety of company secretarial matters including:

- Registration of business and trade names.
- Incorporation of new companies.
- Share transactions including, allotments, transfer of existing shares, redemptions and capital re-organisations.
- Advice on company restructuring, amalgamations and takeovers.
- Provision of company searches on domestic and international companies.
- Company restorations and voluntary strike off.
- Branch and / or place of business registration.
- Audit of historic compliance.
- Completion of Voluntary Strike offs for company no longer required.
- Summary Approved Procedures (SAP) documentation and filings.
- Documentation of Minutes of Board meetings.
- Company Restorations.
- Amendments to share rights and Company constitutions.
- Office appointments and resignations.
- Re-registration of limited and unlimited companies.
- Directors Bond applications.



Benefits for you and your business

- In conjunction with our audit and tax colleagues, we provide our clients with comprehensive services tailored to your specific needs, ensuring high quality compliance.
- Providing peace of mind for Directors.
- Making corporate compliance legislation easier to understand for Directors.
- Providing training and insights on Directors duties and obligations under the Companies Acts.
- Providing our clients with regular updates on Company Law developments.
- Ensuring your group structure is streamlined and fit for purpose.
- Cost effective solutions.

Wealth Management

Protecting your wealth

Protecting your income

Your income pays for your lifestyle. It is an asset that should be protected in case, through accident, illness or injury, you cannot work.

An income protection policy provides you with replacement income until you are capable of returning to work, ensuring that your family's lifestyle is substantially protected.

We provide impartial advice on the options, ensuring both value for money and a policy best suited to your individual needs.

Protecting your business

When running a successful business, it is vital to consider and plan for events that could adversely affect its success.

Shareholder, Directors and Keyperson Insurance

Whether operating in partnership or through a company, insurance can protect the financial well being of a business from unexpected adverse financial events specifically in the event of the death or diagnosis with a serious illness of a key executive or office holder.

These unfortunate events can give rise to such unforeseen risks and costs as;

- Business interruption.
- Loss of customers and key business contacts.
- Costs associated with replacing key persons.
- Looking after the interests of the deceased's successors.
- Retaining control of the business.

Insurance policies can also provide surviving partners, shareholders or the company itself with the funds to buy back the deceased's share of the business.

We can assist you mitigate your risk by providing independent advice in relation to policies appropriate to your business circumstances.

Retirement

Planning for your future

Saving for your future, by setting aside funds now to provide you with an income when you retire, is essential for you and your family.

The earlier you start the longer your pension fund will benefit from tax-free investment growth and the greater your pension income in retirement should be.

We can assist and advise you by:

- Explaining your options and assisting you on set-up.
- Helping you to assess your risk attitude to investing.
- Advising on investment alternatives, and identifying suitable investments.
- Monitoring ongoing performance.

On reaching retirement age, it is crucial that you understand your pension options.

We can assist in:

- Ensuring you maximise your tax-free lump sum entitlement.
- Explaining your options with regard to the purchase of a pension income for life or the investment of post-retirement funds in an Approved Retirement Fund.

Employee benefit schemes

Regardless of the size of your workforce, as an employer, you are obliged by law to offer employees access to a pension facility. At a minimum, you must enter into a contract with a Personal Retirement Savings Account (PRSA) provider.

We can assist you in meeting your statutory obligations by:

- Arranging your business PRSA contract with a suitable provider.
- Facilitating employee pension deduction and investment.
- Advising you in relation to employee payroll deduction disclosure obligations.
- Group, or one-to-one, employee consultations, as required.

Employee benefit schemes (pension, life and / or disability schemes) can be viewed as an important, tax efficient, tool in attracting and retaining staff.

Where you wish to establish employee benefit schemes, we can:

- Advise and assist you on set-up of an appropriate benefit structure.
- Ensure value for money, by sourcing cost quotations from a number of benefit providers.
- Provide administrative support in the ongoing operation of schemes, and, where relevant.
- Provide appropriate training to pension trustees or, alternatively, advise on the appointment of a professional corporate trustee.

Why choose RBK?

RBK is a leading business advisory and accountancy firm. With 60 years experience providing professional advisory services to a range of clients in the mid to large corporate market in Ireland, operating from offices in Dublin, Athlone and Roscommon.

- Largest regional accounting and financial services firm in Ireland with over 190 professionals in 3 offices (Dublin, Athlone, Roscommon)
- Significant experience with start-ups and entrepreneurial businesses
- Significant audit and accounting experience
- State and local tax specialists
- Designated IFRS expertise within the Firm
- Member of the Leading Edge Alliance (LEA), an international professional association of leading independently owned accounting and consulting firms.



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