



Elizabeth Roberts

ACCOUNTANTS & BUSINESS ADVISORS

C O R P O R A T E   B R O C H U R E

# ABOUT US

**We are a team of professional accountants with broad skills, likewise an extensive pool of accounting experience, knowledge and expertise to support small, medium businesses, start-up businesses, owner-managed businesses, family businesses and charities.**

Based in North London, we offer a wide range of accounting services to individuals, businesses and charities. We can handle your accounting, tax and financial needs. We believe every client is important and deserves individual attention. Therefore, we are always available to discuss with our clients and offer tailor-made solutions to all their needs, however, complex they may be.

Our staff have a wealth of experience and we ensure they are kept up to date by attending frequent in-house training and external courses. This ensures that the advice we give you is always up to date and relevant for your business. We are also regulated by professional accounting bodies to ensure you are rightly advised and protected.

We go beyond helping you look after your accounts and ensuring tax compliance. We are also proactive in enlightening you about your entitlements for example, we help our clients raise capital by finding grants, government funding pots and tax relief schemes.

We understand evolving business needs and are able to offer.

[www.eraccountants.co.uk](http://www.eraccountants.co.uk)



# WHY CHOOSE US?



Friendly and individual attention for all our clients in line with our customer-focus company objective.



Regular follow up and feedback whilst complying with regulatory and corporate governance frameworks.



Round the clock service for our clients.



Flexible settlement of fees according to your needs.





# OUR SERVICES





# BOOK KEEPING

**Elizabeth Roberts Accountants Ltd. is a professional business consultancy experienced in accounting, bookkeeping & bookkeeping consultancy; by ensuring you have the right systems in place in your finance department, we give support you and give you the tools you need to grow your business.**

Effective management of your organization's finances is crucial to its performance and profitability. In a weak or strong economy, your business needs to ensure it has the right accounting book keeping systems in place to assist its growth. We at ERA Ltd. use our expertise and experience to implement well-structured, efficient systems. Our cost-effective outsourced accounting bookkeeping services remove any stress over managing your own finances and allow you to concentrate on your strengths and running your business. We will help you run your business like it is our own, with accounting bookkeeping solutions specifically tailored for your organization.

Elizabeth Roberts Accountants Ltd offers a complete range of accounting bookkeeping services for any size business in any field. Our services include day-to-day

book keeping, payroll, monthly and quarterly management accounts, profit and loss statements and year-end accounts, as well as completing VAT returns, sales and forecasting and budgets.

Your financial records are crucial to your business and good record keeping can help you grow your business. The services we currently offer are as follows:

- Advice on keeping your Sales Ledger: how to manage this and how to ensure you are accounting for the correct VAT.
- Bookkeeping on a monthly, quarterly or yearly basis.
- Completion of quarterly VAT returns and on-line submissions.
- Bookkeeping is all about keeping and maintaining financial information which meets HMRC requirements; HMRC are increasingly cracking down on small business which do not keep accurate records.
- Produce a Profit and Loss statement allowing you to monitor your business sales and expenditure which, in turn, can assist in increasing your profit margins.
- Creditors and Debtors Reports Management.



# Tax Planning & Compliance

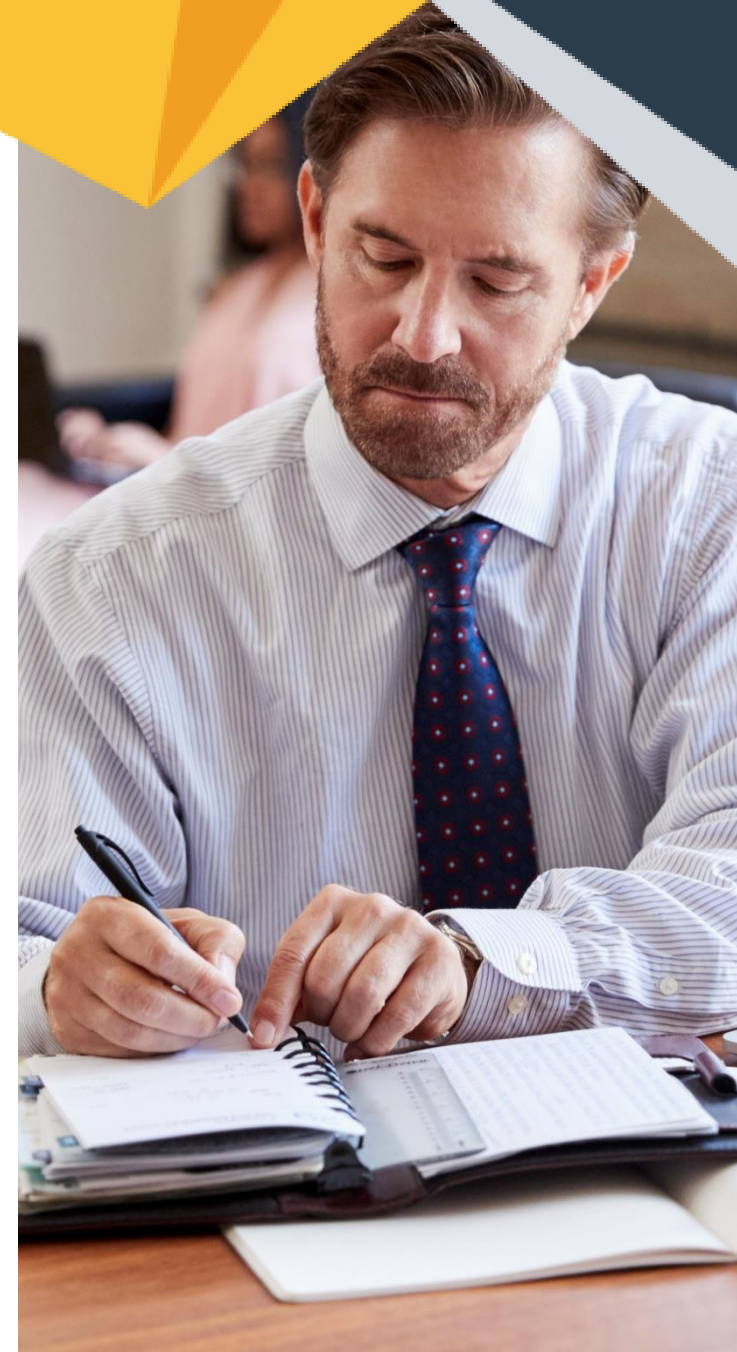
**All businesses are subject to taxes, in some form or other. Understanding the regulations and reliefs available is key to remaining compliant with relevant laws.**

With proper tax planning and through identifying appropriate opportunities for tax savings, the tax a business bears can be optimized.

## How we can help?

- Helping you manage your tax affairs efficiently more cost effectively.
- We offer a fully outsourced bookkeeping service leaving you free to do what you do best: running your business. This involves processing all your invoices, recording all your receipts and payments, reconciling your bank accounts, and processing your VAT returns. We can complete the work remotely, or come to your premises whichever you prefer and finding legitimate tax savings opportunities.
- Our Income Tax Planning and Compliance team has the breadth of knowledge and the depth of experience to assist companies.
- Working closely with you to better understand your business, our tax professionals will offer tax planning

- ideas, and explore tax mitigation opportunities and approaches that will help preserve your business.
- Assisting with your income tax planning and advisory services, identifying tax incentive opportunities to optimize tax, applying for tax and other related incentives, applying for advance tax rulings, assisting with tax audit reviews, preparing and submitting income tax returns and computations, attending to regulator's queries, tackling tax issues and disputes, as well as pursuing tax objections and tax position with tax authorities, helping to relieve our clients of the tedium of tax compliance and providing them with value-added tax planning and advisory services lies at the heart of the ERA full-service approach.
- We also help minimize your companies tax liability and help put in place a strategy for proper tax planning and payments.





# Auto Enrolment

**All UK businesses are now legally required to operate an auto enrolment pension scheme for qualifying employees, comprising of employer and employee contributions.**

Such requirements bring significant additional financial implications and administration, meaning many employers may need assistance in administering compliance to reduce the overall impact on their business. If you have started your auto enrolment duties and are struggling with the additional burden, we offer fully compliant auto enrolment services to help support you and your business through successful implementation and ongoing compliance.

Setting up a workplace pension scheme can be complex, time-consuming and costly, even for smaller businesses with fewer employees. Our auto enrolment experts have designed a seamless solution to remove this burden. You can benefit from a specially developed and managed scheme, provided through Legal & General, which complies with the new auto enrolment regulations. Your employer contribution is subject to age and how much they earn which will need continual review.

We can help you to identify who will be affected within your business, assist with pension scheme selection and ensure you are set up correctly. We help to register your business and scheme with The Pensions Regulator. Communicate with your staff and keep them up-to-date on your behalf, auto enroll eligible staff and new staff joining, provide ongoing administration of auto enrolment, deal with any employees opting out. We also advise on how salary sacrifice can minimize costs while we forecast the financial impact on your business.

You would also have to inform your staff of the scheme which you have put in place and allow other staff to join if they request it. If you are not how to prepare for Auto enrolment, what your duties are depending on your company circumstances or simply where to seek guidance. We help clients set up a scheme, manage it alongside our payroll services and software, prepare Auto enrolment letters to staff, complete "Declaration of compliance", complete "Not an Employer" form, etc. Whether you just need guidance and steering in the right direction.

# Business Advisory

**Business today is under more pressure than ever to deliver better results for stakeholders. Whether you're buying, selling, partnering, funding or fixing a company, the process can be complex and risky.**

Without the right strategy, support and insight, every step can be a challenge.

Our specialists work within your timeframes, at deal speed, to help you make strategic change and drive value. By thinking like investors, we can help you see beyond immediate challenges to future opportunities - and give you the confidence to make the best decisions.

At Elizabeth Roberts Accountants Ltd., we combine business acumen and deep sector knowledge with technical know-how and superior analytic tools. We'll use these to help you make strategic change and navigate what can be a complex and often fragmented journey.

With a presence in every major global market, we offer a consistent quality of service wherever you need it. Our integrated offering runs from strategy, through execution, to real results.

Whether you're developing an acquisition strategy, raising funds or restructuring, our ambition is to become your trusted advisor, not just for the next deal but for the long run.

Our advisory professionals, our broad experience, in-depth industry knowledge and specialist capabilities ensure we deliver tailored ingenious solutions to address our clients' needs.







## Company Secretarial

**Our experience and flexibility is highly valued by our clients and allows us to serve them in a tailored and bespoke manner. Whether we are dealing with a group of companies, a large public organization or a single company, Our company secretarial support will be on hand to assist when and how it is needed.**

Elizabeth Roberts Accountants Ltd. delivers professional UK company secretarial services (sometimes known as \_ corporate secretarial services) and we are one of the leading providers in the UK. We offer specific project support through to a full outsourced solution. We use chartered secretaries, solicitors and corporate governance experts, SO you can rest assured that we have the qualifications and expertise needed to support you.

Every company is different and has different requirements. Elizabeth Roberts Accountants Ltd. can tailor the support provided, bringing in expertise from different areas to ensure that you receive the support and expertise that you need. Our experts are available to support specific projects as required or to offer a full outsourcing service.

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# Pay Roll

**Accessing talent, developing the right organizational architecture and gauging employees readiness / ability to change are crucial in driving competitive advantage and long term sustainability.**

We support clients by aligning their HR strategy to their key business drivers. Our services address the needs of companies right across the life cycle; from Start ups seeking support for best practice HR platforms to mature organizations requiring rejuvenation.

An organization may decide to outsource its payroll function for a number of reasons. Often organizations do not want the burden of keeping up to date with changing legislation and tax rates, or they don't have the expertise or capacity in-house to manage the payroll. Sometimes it is simply more cost effective to outsource.

We provide outsourced payroll services which involve calculating the monthly wages, tax and other deductions for your staff, producing pay slips and payroll reports and filing them with HMRC each pay period.







# VAT

**At Elizabeth Roberts Accountants Ltd. we assist businesses, individuals and organizations with tax strategy, planning, and compliance, whilst also delivering a wide range of business advisory services. This means that we can support you both locally and globally wherever you require tax advice.**

Today's business environment is very dynamic and uncertain. To deal with the changes and uncertainties, business managers need to make accurate and timely decisions to keep up with stakeholders' expectations. These decisions always have significant regulatory and high tax cost implications.

We can take the burden of these regulatory and tax requirements away from you. We do this by working with you from planning to execution and providing insights on the tax implications of these decisions. We use the depth of our knowledge and wealth of our experience to identify possible alternatives where necessary to ensure utmost tax efficiency in your business.

# Annual Accounting

**No matter how large or small your business, we understand that your time is precious and, therefore, letting us prepare your accounts will relieve you of what can be an extremely stressful and time consuming exercise leaving you free to do what you do best earning your living!**

We offer a wide range of accounting services which can be catered to meet your individual needs: we can do as much or as little as you require ensuring your accounts are accurate and up to date.

It is essential that accounts are prepared promptly and your books will need to be forwarded to us when requested. Not only will this ensure that deadlines for filing are met, but more importantly we are then able to provide you with up to date figures which, in turn, allows us to advise you on how to make your company more profitable and tax efficient as early as possible.







## CIS Scheme - Contractors & Subcontractors

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At Elizabeth Roberts Accountants Ltd. we successfully register contractors and subcontractors under the CIS Scheme and assign a Unique Tax Reference {UTR} that would be used to ensure their payroll is carried out correctly and efficiently.

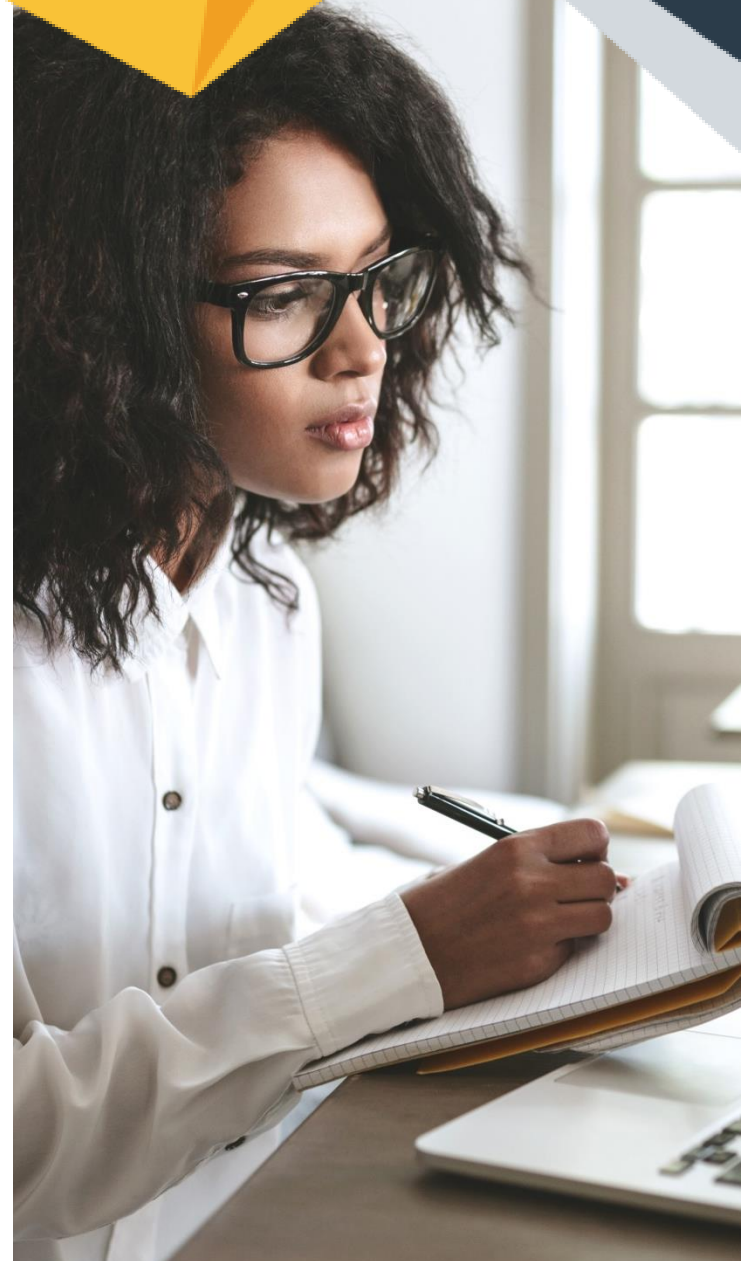
The CIS Scheme covers all construction work carried Out in the UK. This scheme allows construction workers the ability to pay the right amount of tax under a stable and secure payroll system. At Elizabeth Roberts we are experts at helping CIS registered contractors get the most out of their assignments and we will provide you with professional support along the way.

# Charity Accounts

**Imagine having money set aside. ready to make a difference in people's lives when it's needed.**

With a Charity Account you can set aside a little when you have it. so you can make a difference when you want to. It's a simple and stress free to donate for a cause or even a fundraising at work.

At Elizabeth Roberts Accountants Ltd, we help a lot of new charities to get started. This involves advice about the most appropriate legal structure (incorporated or unincorporated charity, CIC. etc.). governing documents, assistance with Charity Commission, Companies House and HMRC registrations, securing funding. preparing budgets and business plans and understanding your statutory obligations.







# CONTACT US





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