

Accountancy

- Full bookkeeping service
- VAT Returns
- Payroll services
- Annual Accounts

Payex can support you every step of the way throughout your financial year. Efficient bookkeeping (combined with operation of your payroll and maintenance of your VAT records where required) means that your annual accounts can be prepared efficiently and accurately thus reducing costs.

VAT

- VAT record keeping and returns
- VAT advice and planning: for example, are you registered under the most suitable scheme for you? Would voluntary registration lead to financial savings for your business?
- VAT audits and investigations

VAT regulations are a complex area of legislation - we can ensure that your records are up to date and in line with the most recent legislation.

Limited Companies

- Company formation
- Maintenance of statutory records including Minutes and Resolutions
- Statutory accounts and returns
- Advice and planning - is incorporation the best way forward for your business?

Can incorporation provide you with valuable savings in terms of your personal tax liability? Were you caught up in the recent rush to incorporate and, if so, is this still the best option for you?

Management Accounts

Management Accounts, cash flows and profit forecasts are all valuable tools: they allow you to monitor the performance and profitability of your business. Weaknesses and inefficiencies can be identified and addressed, leading to improved financial performance.



Bookkeeping

- Full bookkeeping service at intervals to suit the size and turnover of your business
- Bookkeeping on site, at your premises, where appropriate
- Our service is tailored to your specific needs - we can offer additional support such as identification of ongoing debtors and recommendation of recovery procedures

Regular, accurate, bookkeeping ensures that your financial records are up to date throughout the year. Queries can be addressed promptly, reducing time spent on accounts preparation. Reduced time equals reduced accountancy costs.

Taxation

- Company taxation and returns
- Personal taxation and returns
- Inheritance Tax planning
- Capital Gains Tax planning

***Take a Look at the Benefits
of our Accounting Support for
Small Businesses***

One of the most important issues for small and medium sized companies is managing accounts to improve profitability.

“This is critical to your growth and the continued success of your business”

Providing accurate accounts is not just an essential tool but also a legal requirement for any business large or small.

PAYEX can offer an affordably priced support package for all your Accountancy needs, whatever the size of your business, number of staff, turnover or business type.

You may only need support in one or two areas and you can choose which of our services you require.

About Us

You benefit from professional accountancy support. **PAYEX** (formerly O.B.S.) has been supporting small and medium sized companies with accountancy, bookkeeping and payroll services for more than 15 years.

Following demand from many customers for more help on Human Resources and Personnel issues, a specialised division has been set up to provide professional HR support.

Initial free consultation - We will be pleased to visit your premises and assess your needs.

PAYEX is a competitively priced alternative for all your business requirements.

PAYEX LTD

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PAYEX LTD

**ACCOUNTING SUPPORT
FOR SMALL BUSINESS**

Taxation

Accountancy

Bookkeeping

VAT Returns

PAYEX

A complete package for all types of small business. Accountancy, Bookkeeping, Taxation, Employment Contracts, Payroll, Personnel & Human Resources.