

Providing Accounting and Business Services to Help Your Business

Haines Business Services offer clients a range of management and project accounting services, assisting them to focus on their business while we focus on the finance reporting and finance systems. We offer two broad areas of service; Accounting Consultancy Services and Bookkeeping Services.

Some of the services offered include:

Reviews of Financial Reporting

- Review of current financial reports presented to management and board, and assisting clients to implement changes to reporting templates.
- Assistance in reducing the time taken to produce month-end reporting

Data Retrieval & Analysis

- Setting up to download from General Ledger systems and use the data to produce relevant management reports
- Once-off reviews of sectors of a business; eg retrieving data on margins and sales mix, to then prepare reports for management. This may sometimes be done in conjunction with business consultants.

Accounting & IT

- Assistance in preparing requirements of new software
- Preparation of test plans, including writing test cases
- Testing of software, liaising for necessary modifications
- Training the new users of the software
- Reviewing Point of Sale software to see how it can integrate with accounting software, either within the POS package or externally

Policies and Procedures

- Reviewing current policies and procedures of Accounting departments
- Assessing where there are no policies, and helping the client to set up appropriate policies. (This often happens when a company quickly grows from small/medium to large)
- Systemising accounting practices to help achieve more accurate and timely financial reporting

Bookkeeping Services

- A major part of the business, we offer bookkeeping for small to medium businesses. The level of bookkeeping ranges from simple cashbook style accounts through to full management accounting, board reporting, attendance at Board Meetings, and involvement in the strategic planning of a business.
- For those clients who maintain their own bookkeeping, we offer assistance and guidance, by reviewing their practices and ensuring they are keeping accurate records.

About Helen Haines: Principal of Haines Business Services

Helen Haines (B.Com) PNA spent a number of years as Finance Manager for a major healthcare company, leading a team of 20 Accountants to report key financial information to the Business Managers. From here she created Haines Business Services, providing primarily bookkeeping services initially, and is now expanding to offer a range of accounting consultancy services.

Helen is available to meet with the key members of your business to discuss further how we can assist you in building your business. Please call her on mobile 0409 091 141 if you would like to arrange a meeting.

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