



MOORE

Accounting & Administration

THE HIGHEST QUALITY OUTSOURCING SERVICES



Our Accounting & Administration team strives to deliver the highest quality outsourcing services. Our full range services include accounting, payroll, treasury, trade finance, and general administration services. Having your accounting and administration services independently managed, leaves you freer to direct your full attention to running and growing your own businesses. You also gain access to useful management reports at the same time, providing valuable material when it comes to planning business strategies.

Accounting Services

The accounting records, management accounts and unaudited financial statements are prepared in accordance with Hong Kong Financial Reporting Standards (HKFRS) / International Financial Reporting Standards (IFRS).

- Maintenance of accounting books and records
- Preparation of unaudited management accounts periodic and annually
- Preparation of clients' in-house reporting template
- Preparation of unaudited financial statements for audit purpose

Payroll and Related Services

- Handling local and overseas employees' payroll, housing, stock option contribution and related matters in compliance with the Hong Kong Employment Ordinance and the clients' company policies
- Sourcing and setting up Mandatory Provident Fund Scheme (MPF) with trustee and registration of Mandatory Provident Fund Schemes Authority
- Handling the MPF contributions in compliance with the scheme rules and regulation set out by the Mandatory Provident Fund Schemes Authority
- Assistance with employee's affairs, such as leaves, termination, severance payment
- Our payroll clients' headcount varies from 1 to over 150 employees (local and expatriates). Ad hoc service such as handling debt assignment transaction for over 600 employees locally and in PRC
- Arrangement of employee compensation insurance and medical insurance

Recruitment Services

We provide recruitment services to search suitable candidate for placement. Recruitment process includes advertising, short-listing, interviewing, job offering and reference checking. We have experience in hiring general office administration personnel, accounting professional from junior accountant to financial controller.

Treasury Services

- Accounts payable service, arrange payment either by cheque, online banking or by telegraphic transfer
- Follow up the expecting remittances and advise client upon receipt of the same
- Monitor bank balances and arrange for funds transfers as necessary
- Update bank position and provide bank transaction summary on a regular basis

Trade Finance Services

Preparation of general commercial documents, handling Letters of Credit, banking and shipping documents.

Re-invoicing Services

- Receipt of shipping documents from factories including sales invoices and packing list
- Transform them into company's documents and forward them to customers for payment
- Liaison work between factories, freight forwarder and client throughout the shipping procedures

Handling of Letters of Credit (L/C) Transactions

- Prepare L/C documents and submit to bank for negotiation of payment
- Arrange to open L/C and /or transfer L/C to factories

Accounting Software Experience

We are flexible in using accounting software at your choice, and can accommodate your in-house accounting software. We have experience in using the following accounting system, real time and cloud base system.

- Virtual Private Network (VPN) – Peoplesoft
- Microsoft – Navision
- Xero
- Sage
- MYOB
- Quickbooks Pro
- Daceasy

Why work with us

- Our team includes professionals with practical and solid knowledge and experience.
- We have extensive knowledge to provide quality support and to provide customised advice to suit each client taking into account their requirements and goals.
- Backed by our international network, we have the scope to provide clients with all solutions and expertise they require, wherever they choose to do business.

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