

SSO Accounting & Payroll Partner

AccountStaff

A Stone Forest Company

PayrollServe

A Stone Forest Company

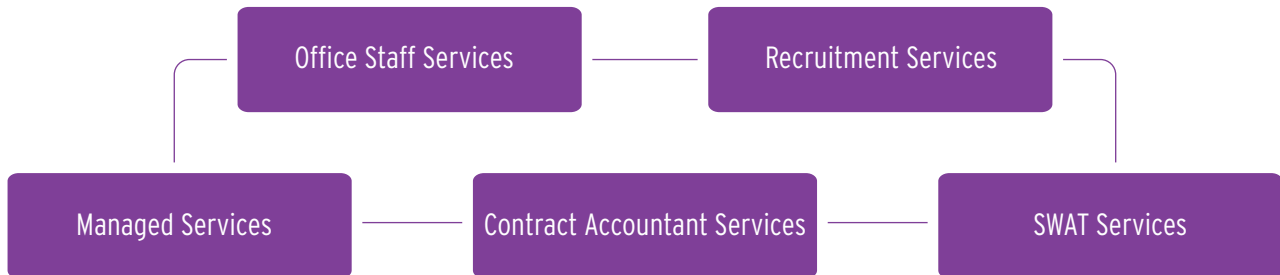
Globally Connected

RSM! International

Finance & Accounting

We have a pool of full-time finance, accounting and administrative staff of different levels, who are assigned to clients' premises to perform various levels of finance and accounting work on a contract basis. Our clientele includes Fortune 500 companies and MNCs in various industries such as telecommunications, credit facilities and manufacturing. We also serve a number of government bodies and statutory boards.

Our Services



Managed Services

We manage and administer high volume process driven finance/accounting assignments such as:

- Billing operations
- Local and overseas travelling claims processing
- Accounts receivable management
- Accounts payable management
- Overall business finance processes

Contract Accountant Services

We provide Accountant Specialists of various grades to manage short and long-term assignments in the following areas:

- Operational financial accounting
- Management accounting
- Financial and business analysis
- Credit and debit management
- Budgeting
- Consolidation
- Independent stock count and reconciliation
- Fixed asset review and management
- Accounts receivable & payable review

Recruitment Services

We help you recruit finance and accounting professionals.

We provide:

- Short-term recruitment
- Long-term recruitment
- Contract hiring
- Recruitment consulting and management

SWAT Services

Our SWAT accounting team springs into action at short notice to attend to non-routine accounting work requiring a quick turnaround. Speed is of the essence.

SWAT Project Management

- Enterprise Resource Planning (ERP)
- Business process planning
- Reconciliation

SWAT Accounting Services

- Clear accounting backlog and “messy” accounts
- Prepare financial statements to meet audit deadlines
- Expedite preparation of financial statements for urgent submission to banks & financial institutions
- Reconstruct accounts from incomplete records
- Crunch numbers in preparatory work for Initial Public Offer (IPO) assignments
- Investigate slow moving stocks
- Verify stock or fixed asset count for reconciliation purpose

Office Staff Services

Our office staff provides outsourcing services for:

- General office administration
- Customer support operations



Payroll & HR



PayrollServe provides a wide spectrum of payroll and HR services across the globe. Our use of industry leading technology and professional service standards assists clients in making smarter decisions that improve operational efficiency and business performance.

PayrollServe has additionally partnered Mercer, the global HR leader, to provide additional solutions in the areas of:

- Employee health insurance programmes
- Compensation and benefits benchmarking

We give clients peace of mind knowing that we are SAS 70 Type II compliant. This ensures clients' confidential information is in safe hands.

What is SAS 70?

The Statement on Auditing Standards No. 70 (SAS 70) is an internationally recognised external auditing standard developed by the American Institute of Certified Public Accountants (AICPA).

A SAS 70 Compliant status is a testimony that the service provider has adequate controls and measures in place to host and process confidential data (e.g. payroll data) of its clients.

Payroll Outsourcing Services

- Maintain payroll file for each employee
- Compute & disburse salary and reimbursements
- Ensure timely submission of CPF payment to CPF Board
- Provide printed or electronic pay advice (via internet)
- Process increments and bonuses
- Process claims from MINDEF for staff on reservist training
- Prepare annual form IR8A (with submission via IRASLine)
- Provide payroll reports for management's monthly & annual review

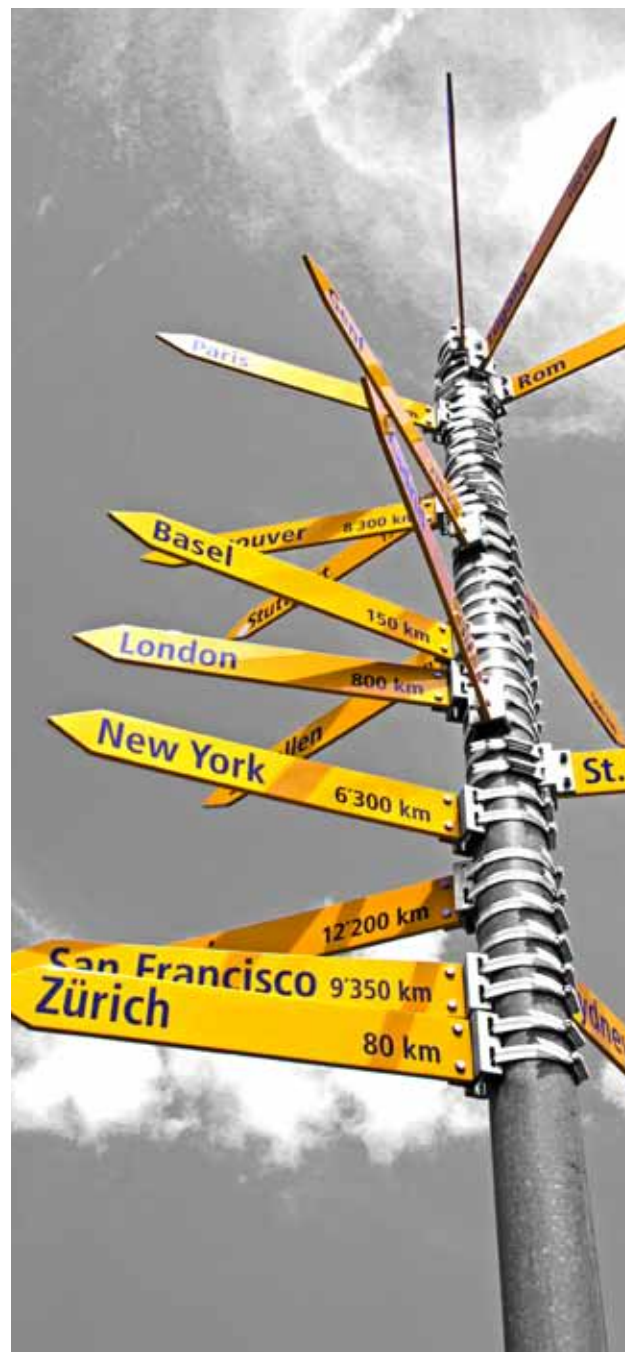
HR Administration & Consulting Services

- HR administration support
 - Employee handbook/contract editing & compilation
 - Employee insurance administration
 - Application for employment pass/work permit
- Customised HR advice
- Online leave management services
- Online expense claims management services

Payroll Statutory Compliance Services

Our experience with payroll statutory and legal compliance standards gives us up to date knowledge and insights that will help get your business' payroll process compliant with the latest requirements.

- Master setup for allowances & deductions
- Capping of additional wages in existing payroll
- Computation of annual leave, overtime, allowances & deductions
- Ensure that CPF contributions are paid correctly



Support for SSO Industry Leaders

We are well-placed to provide one-stop, hassle-free finance, accounting, payroll and HR solutions to shared services and outsourcing (SSO) industry leaders.

AccountStaff provides finance and accounting-related services, while PayrollServe provides payroll and HR administration services.

Both AccountStaff and PayrollServe are companies under the Stone Forest Group. Stone Forest is the business advisory and business support services arm of RSM Chio Lim LLP - the Singapore member of RSM International. RSM International is the world's sixth largest accounting and consulting network, with over 700 offices in more than 80 countries. Member firms are well-established practices of high local standing, often ranking within the Top Ten in their respective countries.

In Singapore, we are the largest accounting and business advisory group outside the Big 4 with a total staff strength of over 635 in Singapore and 300 in Shanghai, Beijing, Suzhou, Shenzhen, Chengdu and Hangzhou. Our reputation is built on technical competence, proactive client servicing and a commitment to uncompromising integrity, professionalism and high standards of service.



Group Services Overview

Audit Services

- Statutory Audits
- Due Diligence for Mergers & Acquisitions
- Special Reviews
- Other Non-Statutory Audits

Tax Services

- International Tax Advisory
- Personal & Corporate Tax
- GST Services

Corporate Advisory

- Corporate Finance
- Transaction Support
- CFO2SME™
- Valuations
- Corporate Recovery
- Crisis Management
- Forensic & Litigation Support

Governance, Risk & Consulting

- Corporate Governance
- Enterprise Risk Advisory
- Internal Audit
- Sarbanes-Oxley Act Compliance & Advisory
- Technology Assurance & Advisory

Mergers & Acquisitions Advisory

- M&A Advisory
- Acquisitions & Strategic Investments
- Management Buy-outs & Buy-ins
- Sales & Divestments
- Restructuring, Mergers, Joint Ventures & Strategic Alliances
- Fund-raising & Refinancing

China Practice

- Corporate Advisory
- Corporate Services
- Accounting Services
- Tax Advisory
- Due Diligence
- Internal Audit
- Business Assurance
- M&A Advisory
- Payroll & Payroll-related Services
- Tax Compliance
- Liquidations & Deregistrations

Business Support Services (IT)

- Sage ERP Accpac Support
- System & Network Assessment
- Hardware Maintenance
- IT Infrastructure Design & Implementation
- IT Outsourcing
- IT Equipment Relocation Services

Business Support Services (Accounting and Payroll)

- SWAT Accounting
- Routine Accounting
- Managed Services
- Contract Accountant Services
- Business Crisis Management
- Payroll & HR Administration
- Temporary/Permanent Placement Services

Singapore

Shanghai

Beijing

Suzhou

Shenzhen

Chengdu

Hangzhou



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