

A photograph of several wind turbines in a field, silhouetted against a vibrant sunset sky with orange and red clouds. The turbines are arranged in a line, with one in the foreground and others receding into the distance. A semi-transparent red banner is overlaid across the middle of the image, containing the text.

# Accounting, Outsourcing and Corporate Services

Enabling you to achieve more with less

# Accounting, Outsourcing and Corporate Services

While you build your business, our team of experienced professionals will take care of your accounting and human resource needs, allowing you to better focus and drive your core business further. Nexia TS' Accounting, Outsourcing and Corporate Services team is committed to deliver that difference.

## ***Outsource Accounting Services***

A proper accounting function is fundamental for a successful business as it forms the foundation for reliable and accurate financial information for decision making. Outsourcing your Finance & Accounting (F&A) functions saves you a tremendous amount of time to allow you to propel your business beyond the competition. If driving efficiencies and reducing costs are high on your priority list, talk to us. Our team offers a cost-effective and complete range of services which includes:

- Accounting advisory
- Accounting administrative support
- Compilation of financial reports
- Extensible Business Reporting Language (XBRL)
- Outsourced accounting
- Outsourced CFO
- Survey reports for financial industry

## ***Payroll & HR Outsourcing Services***

With increasing complexity and competition in the business environment today, staying on top of your game requires dedicated focus and undivided attention on your core business. Furthermore, with the growing complexity in HR compliance, more time is needed to be spent on frequent HR updates and fulfilling regulatory requirements.

If efficient and hassle-free HR administration and executive staffing solutions are what you need, get in touch with us today to explore your outsourcing requirements. Besides providing specialist manpower advice, we can also customise your HR needs to fit your specifications.

## ***Payroll Outsourcing Services***

Processing payroll in-house while adhering to local regulations can be complex. We ensure accurate and timely support for your employee's payroll. Our payroll solution includes:

- Establishing employee database and records
- Preparing detailed monthly or bi-monthly payroll report for management's review
- Processing variables including overtime, shift work, bonus, no-pay leave, expenses claims and etc.
- Crediting salary into employee's bank account on scheduled time
- Processing and submitting mandatory statutory deductions / contributions (CPF, CDAC, MBMF, SINDA, ECF and SDL)
- Processing e-Payslips which is secured and can be easily retrieved online by employees
- Preparing year-end Employee Remuneration Report (IR8A)
- Preparing Tax Clearance for Foreign and SPR Employees (IR21)
- Any other adhoc duties required

## HR Advisory Services

We help businesses start off right in Human Resource Management with essential HR documents.

- Drafting of standard employment contract
- Develop standard employee handbook
- Evaluate jobs and salary & reward structure
- Any other adhoc duties required

## Leave Administration Services

Administering leave is time consuming. Outsourcing these routine administrative task allows you to focus on other pressing matters. We can help businesses:

- Setup various leave and employee entitlements
- Design and create approval structures for leaves
- Leave encashment for unconsumed leave entitlements
- Prepare year-end closing, forfeiture and carry forward of leave
- Prepare necessary leave reports

## Claims Processing Services

Are you facing issues with multi-currency claims and verification of documents? We can help you manage your claims and ensure full compliance including:

- Setting up various employee benefits and entitlements
- Advising and setting up claims approval structures
- Disbursing approved claims on scheduled time
- Producing year-end claims closing and adjustments

## Work Pass Management Services

We provide end-to-end work pass management services by taking care of application, appeal, renewal and cancellation of the following work passes:

- Employment Passes (EP) for professionals, managers and executives
- EntrePass for foreign entrepreneurs who wish to start and operate a new business in Singapore
- Personalised Employment Passes for high earning existing EP holders or overseas foreign professionals
- Training Employment Passes for foreign professionals who are undergoing practical training and are earning at least \$3000 a month

## HR Specialist Recruitment Services

As specialist in the human resource function, we fully understand the hiring requirements for HR roles.

- Find candidates for all levels including executives, managers, consultants and HR directors
- Find roles for change management, compensation & benefits, payroll, learning and development, talent management, HR business partner and etc.
- Give advice on recruitment and selection processes



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