

Accounting Services

- Accounting system set-up & implementation
- Management accounts and group reporting packages
- Back office support on accounting operations

- Financial report for special purposes
- GAAP conversion
- Health check of financial reporting processes and related control
- Financial analysis and budgeting
- Accounting advisory services
- Digital Business Portal for accounting services
- Training

- Statutory financial statements preparation
- Preparation of FRR returns and other documents for licensed corporations under the Securities and Futures Ordinance
- BVI and Cayman Islands financial reporting packages

- Payment processing
- Accounts payable and receivable management
- Claims & reimbursement processing

- Provision of contingent manpower (accounting and payroll function) to bridge temporary resources gap
- Provision of part-time staff for development of and knowledge sharing on newly set-up accounting and payroll function



Payroll Services



- 01 Human Resources**
 - HR policies, staff handbook, employment contracts, onboarding and offboarding procedures

- 02 Compensation & Benefits**
 - Payroll processing
 - Rental Reimbursement Scheme (“RRS”) policy set up & administration
 - Calculation of statutory entitlements under the Employment (Amendment) Ordinance
 - Digital Business Portal for payroll and payslip services

- 03 Leave, Claims & Attendance Management**
 - Leave entitlements & leave management
 - Staff claims and payment processing
 - Time and attendance management

- 04 Statutory Obligations & Tax Filing**
 - MPF scheme set up & administration (new joiner enrolment, leaver termination and group transfer), MPF calculation and reporting
 - Employees’ Compensation Insurance set up & renewal
 - Tax filing – Employer’s returns and notifications

- 05 Data Management & Advisory**
 - Employee profile & document management
 - Payroll health check
 - HR & payroll advisory services
 - HR robotic process automation (RPA)
 - Training