



Outsourced Accounting Admin Staff (Remote Work)

Asking from \$400 per month – depending on required work scope and volume

Work scope:

- Daily bookkeeping
- Recording accounting transactions daily basis
- Preparing full set of accounts – BS, P&L, TB, GL
- Maintaining proper accounting records in accordance with FRS
- Handling and controlling full set AR, AP, GL function
- Bank reconciliation
- Preparation of balance sheet reconciliation and schedules
- Fixed asset schedules, lease schedules, accounting schedules
- Preparing annual financial statements
- Month end closing and preparation of monthly management accounts
- Recording manual journal entries
- Customized chart of accounts
- Creating and sending sales invoices daily
- Following up on accounts receivables and trade debtors
- Sending statement of account to customers
- Monthly AR, AP tracking and aging report
- Creating payment vouchers
- Preparing payments in e-banking platform using digital token
- Supplier invoice processing, liaising and statement of account reconciliation
- Handling and monitoring supplier payments according to credit terms
- Quarterly GST F5 preparation and filing to IRAS
- GST reports and schedules
- Attending to IRAS queries, if any
- Preparing income tax computation
- Preparing tax reports and schedules for management
- Filing of corporate tax form C/C-S and Estimated Chargeable Income (ECI)
- Property tax filing
- Audit liaising and coordinating with your external auditors
- Project listing maintenance and tracking
- Dedicated account manager phone support
- Preparing group books and consolidation accounting
- Financial planning and analysis function
- Adhoc tasks such as preparing cheques, banking in cheques, or other duties
- Full HR + payroll support (+\$30/employee/month)



FAQ

Q: Can you come over to my office to key in my accounting software, which is installed in my computer?

A: No. We work offsite. We use QuickBooks or Xero, which is a cloud accounting software you can access anywhere. If you already have an accounting software, we recommend you migrate the data to cloud accounting software.

Q: What is outsourced accounting?

A: We will maintain all of your documents in softcopy and work remotely on your accounts. It is similar to having your accounting staff working from home, but cheaper rates.

Q: Why should I outsource?

A: Question is, do you need a full-time accounts/administration staff? You can save costs on employer CPF, employment benefits, and still ensure results will be delivered.

Q: How will you handle hardcopy documents?

A: We can collect the hardcopy documents from your office at a separate charge (\$\$50/trip). Alternatively you can mail over the documents to our office address at 10 Ubi Crescent, #04-100 Ubi Techpark, Singapore 408564.

Or you can scan over the documents to accounts2@tianlong.com.sg /designated email address for your company.

Q: What does daily bookkeeping mean?

A: Daily bookkeeping means having a remote staff working daily on your accounts. We create invoices, reconcile transactions, data entry work on a 5-day week basis.

Q: How do we communicate if I choose to outsource?

A: You will have your dedicated point of contact account manager's WhatsApp and email. If you have any request or urgent task, you can directly contact your account manager.

Also, we are based in Singapore, so it is easier for communication.



Email: hello@tianlong.com.sg

WhatsApp: 8809 9315

Website: www.tianlong.com.sg

Address: 10 Ubi Crescent,
#04-100 Ubi Techpark, Singapore 408564

Contact us today!