

BOOKKEEPING AND ACCOUNTING

- Design the company's accounting policy, valuation methods and ledger accounts
- Maintain the sales and purchase ledger on behalf of the company
- Monthly keeping of accounting registers according to the International Financial Reporting Standards and the National Accounting Standards
- Daily accounting check - up
- Monitoring and control of cash flows
- Ensure that all invoices are stored securely and kept for at least the mandatory period

FIXED ASSETS

- Maintain asset register (maintaining individual records per item)
- Ensure that items are capitalized in line with local law
- Ensure that depreciation is applied correctly

VAT

- Compulsory VAT registration
- Optional VAT registration
- Preparation and Submission of VAT returns to the relevant tax offices on monthly bases
- VAT refunds

PAYROLL SERVICES

- Provide payroll accounting for the Company's employees and maintain individual payroll data
- Provide Payroll accounting for any temporary employees of the Company
- Prepare reports to the local authorities as required by local laws
- Act as the point of contact with authorities and represent the Company
- Prepare data and statistical reports according to local law
- Produce payroll calculations for input into the Company's accounts
- Calculate the tax and social and health insurances to be paid

Contact us:

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MAINTENANCE OF EMPLOYEE RECORDS

- Maintain full records of all employees on the payroll
- Maintain records of all temporary employees
- Ensure that records are kept up to date for all employees joining and leaving the payroll
- Ensure that records are stored securely and kept for at least the mandatory period

LABOUR ADMINISTRATION

- Prepare documents for joining and leaving employees
- Summarise work hours on the basis of maintaining an attendance register
- Record holidays and permissions for holidays
- Record sickness absences
- Ensure that company is kept up to date with changes to employment laws
- Prepare data reports to local authorities on sick leave, pension contributions etc.

BANKING

- Manage bank transactions (and associated statement reconciliations)
- Manage petty cash book (and associated reconciliations)
- Monitoring, preparation and submission of payment documents for the funds of social and health insurance, income tax, other taxes and charges and company expenses

INTERNATIONAL MANAGEMENT REPORTING SERVICES

- Preparation of required financial management reports on monthly, weekly or daily bases for Headquarters and Owners in relation to the financial status of the Company
- Ensure that accruals and prepayments are accounted correctly
- Ensure that the management reports are sent on time to the central management
- Prepare a comparison of the Company's actual performance compared to Annual Plan
- Production of ad hoc reports when required

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STATUTORY REPORTING

- Ensure that accounts are produced in accordance with IFRS and NAS
- Present all documents (with associated calculations and explanations) to auditors as and when required and produce audit papers
- Produce any statistical reports as required by local law

ANNUAL FINANCIAL REPORTS

- Preparation and submission of the Official Annual financial reports, report forms and filling in of tax returns in accordance of with IFRS, NAS and Bulgarian tax legislation
- Consolidated reporting services
- Accounting reconciliation

TAX FILLING

- Prepare and file all regular tax reports (VAT, Corporate tax, Personal income tax, Local tax and all other tax declaration as required by local law)
- File modifications to company set up with the local tax authorities as appropriate
- Ensure that Company is informed of all payable taxes and informed when there any changes to local law
- Represent the Company at all tax authorities, as and when requested by those authorities
- Preparation of the necessary tax statistical reports
- Preparation of all year end tax declaration
- Tax administration representation

TAX AND FINANCIAL

- Advice and assistance for personal tax issues (Bulgarian and foreign employees and managers)
- Advice and assistance in relation to corporate tax issues (profits tax)
- Advice and assistance in relation to VAT
- Advice and assistance in relation to local taxes and charges
- Advice and assistance in relation to international tax issues (avoidance of double taxation)
- Social and health insurance consultation

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