

***At Needham Accountancy Limited we provide a personal and professional service to the self-employed and small businesses.***

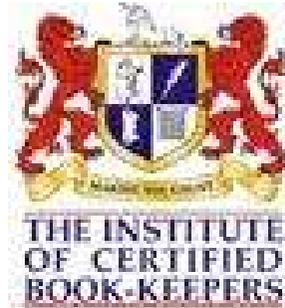
***Our services can be purchased according to the specific needs of your business. We can provide a bespoke manual or computerised bookkeeping service or a complete package including final accounts and completion of your self assessment tax return. Alternatively, accounts and the self assessment tax return can be produced from your own records.***



Liz Needham is a Member of the Institute of Financial Accountants, a Fellow of the Federation of Tax Advisors and a Fellow of the Institute of Certified Bookkeepers.



She has been working in the financial sector for over 20 years.



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# **NEEDHAM ACCOUNTANCY LIMITED**

**Let us do the maths!**



## About us

Needham Accountancy Limited is a small business set up and run specifically to help other small businesses. For most self-employed people taxation and accounting can be both a distraction and an area of high cost for seemingly little return. At Needham Accountancy we aim to bring a professional service to clients at a cost properly geared to the size of their business. We have a long background in financial services and extensive experience in customer service. We are therefore used to presenting specialist technical matters to people in straightforward ways free of technical jargon.



## Accounts Production

We can prepare final accounts from your records or as an addition to our bookkeeping service for sole traders, partnerships, sub contractors and property lettings. Our accounts work is carried out on a fixed fee basis – there are no hidden extras, so you can budget accurately for this work as part of your annual costs. Our service includes a presentation meeting at which we discuss your business results and give advice as appropriate.

## Bookkeeping

Our bookkeeping services can be provided on both a manual or computerised basis. We carry out work in our office or at your premises to suit your needs. Our fees are charged on an hourly basis so you can retain control of this area of expense. We will produce VAT returns for your business as required as part of our bookkeeping functions.

## Taxation

We will calculate your VAT, Pay As You Earn and National Insurance bills. We complete self-assessment returns and carry out full personal tax computations. We will also calculate any Corporation Tax owing. Our fixed fee includes a meeting at which we explain the computation and detail all tax to be paid or refunded.



## Payroll

We will operate your payroll and complete your year end Revenue return and print all forms P14 and P60. We use Inland Revenue approved software. Our fees are based on a moderate charge for each employee per payroll run and a fixed fee for year end returns and printing of forms.