

**HUW THOMAS
BUSINESS SUPPORT SERVICES**

**Book keeping & Accounts
Payroll Bureau
Taxation
Company Secretariat**

HOME
Payroll & Paye
Book-Keeping & VAT
Company Secretariat
Taxation
Final Accounts
Contact Page

Huw Thomas Business Support services offers clients a one stop shop for the majority of business management and support needs. The general features of the business are:

- **A one stop for all Business needs**
- **Out of hours availability**
- **On-site working if required**
- **Quick, accurate turnover of work**
- **High Street Office premises with confidential interview space**



Book-keeping Service

This service involves the maintenance of Sales, Purchase and General Ledgers either manually or using powerful accounting software. Monthly reports will be provided as well as control accounts and fixed asset registers. Trial balances will be produced to suit the client's needs and year-end summaries created. The benefit to the client will be the reduction in costs, improved credit control and data maintained accurately and kept up to date. Clients will be encouraged and helped to keep systematic records which will make tasks of producing annual accounts and quarterly VAT returns much easier.

You may download this information in a pdf format [here](#)