



MOORE QATAR ACCOUNTING SERVICES

Sales Kit Presentation

March 2020

www.moore-qatar.com

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Challenges Faced in the Accounting Function?

Businesses, particularly those belongs to the Small-Medium sized, forced to spend material amount of money in order to cover vital services such as reporting, accounting & compliance.

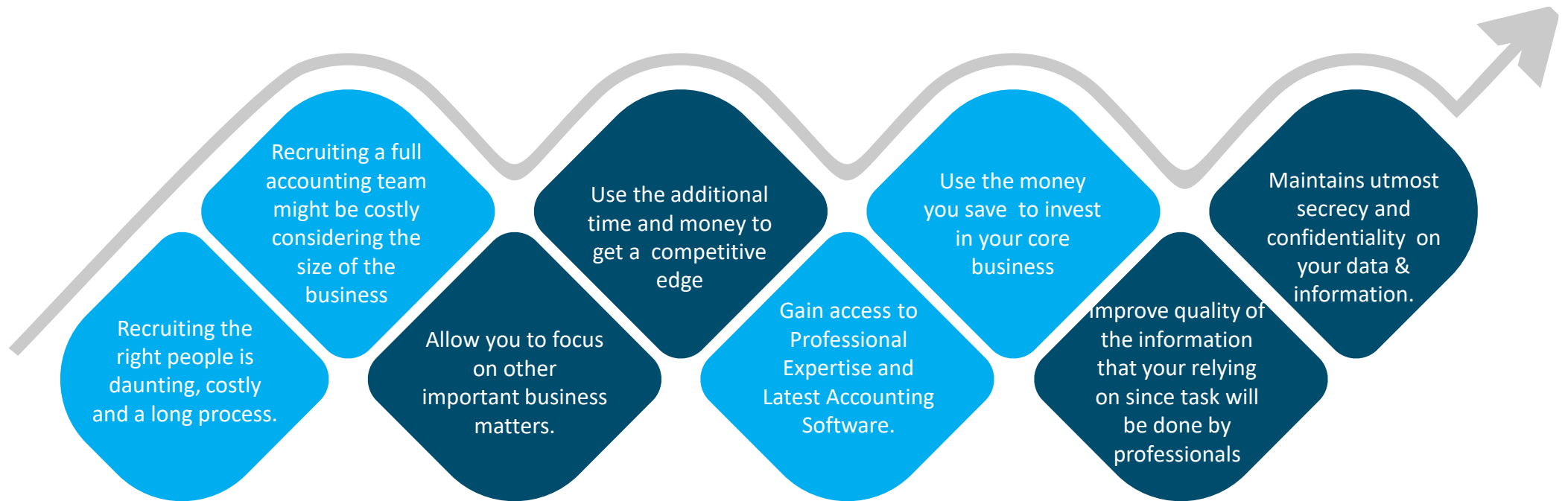


AND YET

Some business still suffers from:

- *Immature Accounting System (Policies and Procedure are not properly implemented).*
- *Inaccurate and delayed reporting.*
- *Non-compliance to accounting standards.*
- *Non-completion of required tasks*

Why You Need Accounting Services?



Services We Offer



Start the Job Right (Assessment)

It is important to start on the right foot in order for us to deliver a highly satisfactory services in a long term basis.

We are offering services that will allow our Clients to be align with the international best practice and in the same time will set them towards the right path of achieving the best results exclusively fitted to them.

Prior to the commencement of any services, an assessment will be made in order for us to have an overview on the current set-up in the accounting system. Upon completion, we will identify the required service(s)**



Accounting Set-up

- Set-up/modification of Chart of Accounts
- Assessment for the appropriate accounting software
- Customization of periodic reporting package.
- Preparation/Revision of Policies & Procedures Manual for the Finance & Accounting Function and other related manual.



Specialized Services

- Assessment for IFRS compliance and/or readiness
- Training and knowledge transfer (i.e. IFRS, regulatory compliance, accounting for non-accountant, etc.)
- Set-up of Correct Balances of Accounts (i.e. Account reconciliation and cleansing).
- Fixed asset count/tagging.

***Required services might vary on a case to case basis and might go beyond the list on the opposite diagram depending on the Client's readiness .*

Services We Offer (cont.)



Financial Accounting Services

- Recording of Financial Transaction
- Account Reconciliation
- Tailor Made Financial Reporting



Staff Secondment & Outsourcing

- Executive Level (i.e. Chief Financial Officer)
- Managerial Level (i.e. Finance Manager)
- Staff Level (i.e. Accountant)
- Staff Augmentation or Project Based (i.e. system migration, special state audit, temporary staff replacement)



Special Services (i.e. Annual)

- Assistance for External or Statutory Audit
- Annual Budgeting/Planning
- New Regulatory Compliance /Preparedness (i.e. IRFS)



Bookkeeping Services

- Data Entry
- Day to day processing - payment processing, invoicing and reimbursement
- Payroll processing

Depending on your current structure, needs and even your budget,
our service offering can be flexible to accommodate you.

What to Expect as an Outcome

Financial Accounting Services

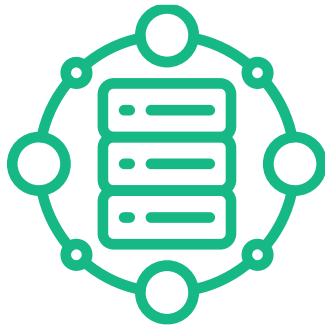
- Periodic Reporting Packages
- Statement of Financial Performance (Profit & Loss)
- Statement of Financial Position (Balance Sheet)
- Statement of Cash Flow
- Statement of Owner's Equity
- Ratio Analysis
- Comparative Analysis (i.e. vertical analysis, horizontal analysis, industry benchmarking, etc.)
- Analysis Reports (Costing, G&A, Sales, Production.. etc)
- Cash Position
- (Others - Customized Report as appropriate and requested by the Client)

Accounting Setup and Specialized Services

- Chart of Account
- Accounting system
- Policies & Procedures Manual (i.e. Finance & Accounting, Human Resources, Procurement, Inventory, Etc.)
- IFRS Compliance and Roadmap Report
- Training Materials/Guidelines
- Payroll Sheet
- Prepared Invoices/Payment Request



How It Works?



Local Option

Deliver Accounting services with a software running on our computers



Remote-Access Option

Use remote access software to Quickly access on your laptop or desktop or Mobile Phone



Online Option

Use the Software Online website

Tips for Do's & Don'ts




- 😊 Set up a chart of accounts that best keeps track of all your bookkeeping information.
- 😊 Balance and record daily sales and cash receipts daily.
- 😊 Reconcile your bank account.
- 😊 Watch closely your accounts receivable from customers.
- 😊 Pay your bills accurately and on time.
- 😊 Set up sales and revenue targets and monitor your progress closely.
- 😊 Budget for all your expenses and compare your performance to budget regularly.
- 😊 Watch for unusual changes in sales or expenses.
- 😊 Monitor your gross profit closely and make any necessary pricing or purchasing decisions.
- 😊 Take care of slow moving inventory.
- 😊 Take physical counts of your inventory and compare to your bookkeeping records



- 😞 Falling Behind in Entries and Reconciliation
- 😞 Struggling to Be Accounting Software Savvy
- 😞 Not Seeing the Reports for the Tools
- 😞 Mixing Business and Personal Finances
- 😞 Trashing Receipts
- 😞 Making Math Mistakes
- 😞 Focusing Only on the Short Term
- 😞 Hiring the Wrong Person
- 😞 Thinking Technology Is Always the Solution
- 😞 Failing to specify employees and contractors
- 😞 Assuming profits always mean cash flow
- 😞 Not assigning clear budgets to each project
- 😞 Not taking bookkeeping seriously enough
- 😞 Failing to reconcile books with bank accounts

Quality Services At Low Rates

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- 1.** We have been in business since 2009 focusing on different field in accounting . We use an internationally accepted standards used by the vast majority of CPA's and small businesses around the globe.

As a result, our team have years of experience and high proficiency in given requirement.
 - 2.** Since our operations are based in Qatar, our staff are extremely satisfied with their pay structure which is much higher than what they would make at other companies.

Our clients are very happy with our quality and cost model. It's a win-win situation!
 - 3.** We service a number of clients in various industries and have a rich pool of staff. Each team can focus on just one industry and perform just one task. As a result, they are experts in that industry and task.
 - 4.** As a business owner, you know that turnover greatly hurts quality. We eliminate turnover headaches and interruptions for you by having a team that support your at any given time.
 - 5.** Our Team are available 5 days a week (Sun to Thu).
 - 6.** Yet, you only pay for what you need.
 - 7.** We login and update the online files on a daily basis.



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