



ASTUTE'S OUTSOURCE FINANCIAL SERVICES

www.astuteme.com



Turning vision into value



Introduction

About us

Astute Public Accountants was formed in the Emirate of Dubai by a group of qualified and experienced Chartered Accountants.

Astute has set things in motion to strengthen its presence in the UAE and to follow the developments in the Middle East region via the creation of a powerful platform, which provides broad spectrum of services and comprises of partners, director, managers and adequately resourced by the work force of qualified chartered accountants and experienced management consultants.

The partners in **Astute** hold memberships of renowned Institute of Chartered Accountants in England & Wales, Association of Chartered Certified Accountants and Institute of Internal Auditors.








The managing partner and the liaison partner have got vast and diversified experience to their credit in the Assurance & Business Advisory, Risk Management and Transaction Advisory Services in big four auditing, accounting, tax and consulting firms in UAE and Pakistan.

Astute aims to be a leading, recognized and highly regarded accounting and consulting firm and the first choice in the region.

Who are our clients?

We work with a broad range of clients including entrepreneurial clients, subsidiaries, and agencies. At Astute, the professional staff has got thorough knowledge and experience of various sectors of commerce and industry i.e. construction, healthcare, manufacturing, retail, distribution, FMCG, oil & gas, information technology, automotive industry, media, entertainment, real estate and hospitality sector clients.

Our philosophy

-  Exceeding the **client expectations** - value added services
-  **Quality** in services we render - service a client with quality, due care and diligence.
-  **Client relationship** - committed to a long term relationship as client's trusted professional adviser.
-  Establish a **strong reputation**, maintain professional ethics and integrity.
-  Establish strong **platforms of knowledge** and its sharing with the clients.
-  Attract and retain **competent professionals**.
-  **Be in service** to the nation and the respected profession.



Astute's outsource financial services

Our Outsourcing Services help our clients to focus on the core activities of their company and get the professional, efficient and effective quality services at the best cost for their support functions. Astute is uniquely positioned to offer our clients all the required services through our experts. Our team has significant depth of industry experience and commercial focus best suited to your organization. Our team is an integrated multi-disciplinary team comprising experts in Accounting, Payroll, Internal Audit and CFO services.

Astute's offerings include:

Accounting services

- Critical review and/or setting up accounting systems;
- Accounting & reporting (on-site/off-site);
- One-off accounting assistance;
- Financial statements preparation and analysis
- Compilation of the financial statements;
- Compilation and management of fixed assets register;
- Performance measurement and improvement;
- Optimization of accounting and associated systems;
- Preparation of the finance/accounting policies and procedures manual; and
- Audit assistance.

Internal audit services

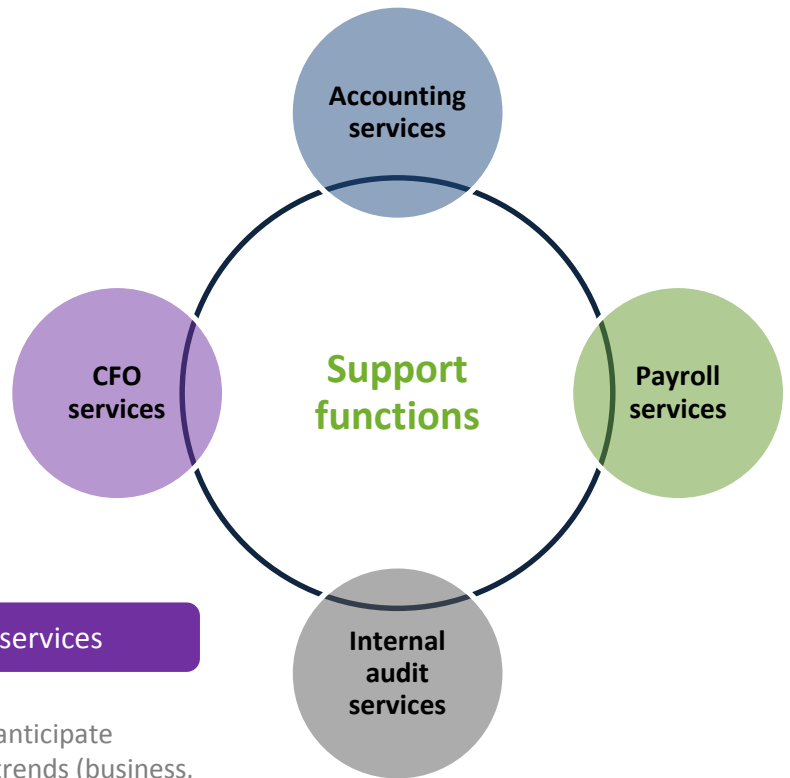
- Please see Astute's Risk Advisory Services Profile.

CFO services

- Help to anticipate market trends (business, economic, partners) by realistic planning and management tools available for general direction
- Produce reliable and secure information, which meet the requirements of supervisory authorities
- Define the drivers of growth and the critical factors for cost reduction, while evaluating the risks
- Align the finance function and its daily activities in line with the organization's strategy and on its objectives of change

Payroll services

- Preparing and processing of payroll in compliance with WPS requirements;
- Calculation of end of service benefit;
- Air ticket and leave salary provision calculations;
- Preparation of the HR policies and procedures manual; and
- Payroll reporting with analysis.





Turning vision into value

Why outsourcing?



GLOBAL

Whether you are a new business that needs to professionalize your systems and processes, a growing company with aspirations to expand into new markets at home or abroad, or an established, global organization with complex structures and reporting lines, achieving sustainable growth and effective management brings with it a series of challenges.

Astute's outsourcing services bring the following benefits:

1. Focus on core business

You are free to focus on you core business.

2. Flexibility in resourcing and skills

Having flexibility for additional resource or specific skills on a project by project basis,

3. Resourcing and skills at low cost

4. Increased efficiency

Standardize processes in non-core areas thus enhancing productivity and increase profits.

5. Risk reduction

Peace of mind that penalties will not be incurred for non-compliance with filing deadlines or changes in regulation.

6. Cost control

Converting fixed costs into variable costs

7. Continuity of service

Thus no risk of service discontinuity from the absence or departure of a staff member of staff.

8. Deliver professionalism

9. Access to expert advice

10. Operational best practice

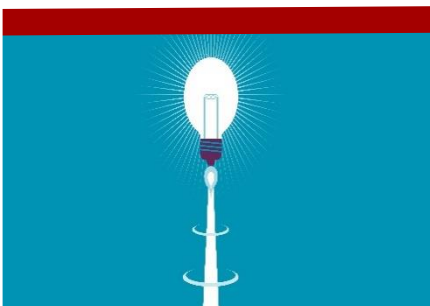
You will have access to the best practices that would be too difficult or time consuming to develop in-house.



INTERNATIONAL



NATIONAL



START-UP



Accounting services

Our Accounting Services help organizations in maintaining the accounting records and generation of regular accounts and reports tailor-made to each client's specific needs

In this world of Business Process Outsourcing (BPO), we provide these services to medium and small size business using the latest accounting software. We provide focused, results-oriented and complete solutions to our clients' requirements by adopting a proactive approach in bringing in value and lasting impact.

With accountability obligations becoming increasingly expensive, we have developed a variety of practical solutions that give our clients most cost effective and efficient solution which allows them to use most of their valuable time and resources for their core and profitable business processes.

How do we support you

Astute's accounting services provide advice and assistance on a wide variety of accounting services including but not limited to the following:

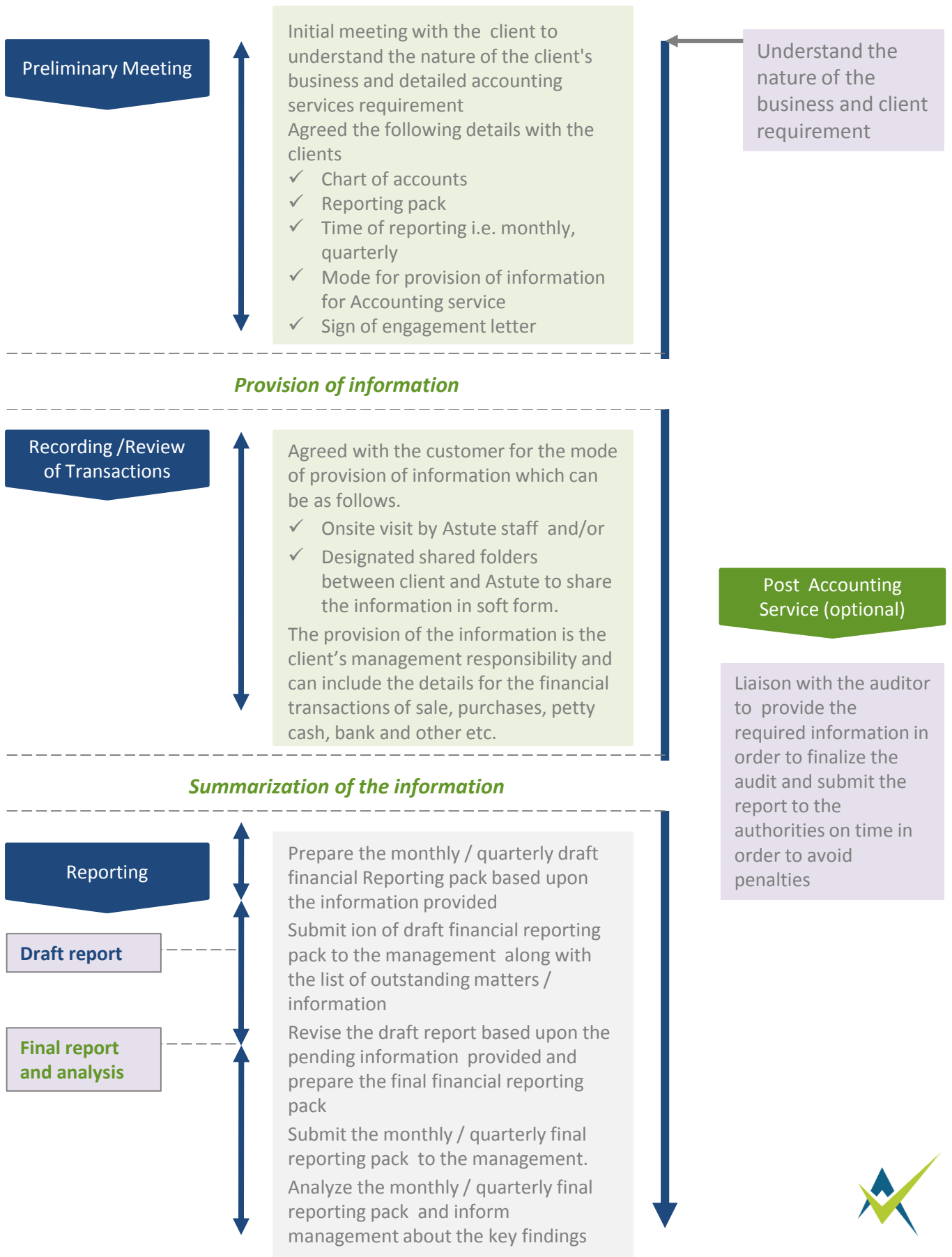
Outsourcing services, provide professional assistance in maintaining accounting records in accordance with the International Financial Reporting Standards and the company's' requirements for the internal reporting purposes. This includes modifying and coding the chart of accounts using an advanced accounting software package and extracting financial reports in regular basis.

Fixed assets register, provide professional assistance in preparing an ideal fixed assets register to enable the company's management to extract various type of reports and maintain an affective control system over its fixed assets in addition to the ability of activating electronic bar code system to help in facilitating the periodical physical count procedures.

Secondment of professional accounting staff, provide professional staff on secondment basis to work under the client management and responsibility in order to assist the company's personnel.



Our approach to accounting services





Payroll outsourcing services

The most important asset in any organization is its staff and effectively managing the payroll and its related costs will have a positive impact on a company's financial results. To ease the pressures of payroll process, which should be in compliance with Ministry of Labour laws namely UAE Labour Federal Law no. (8) of 1980 and Wages Protection System (WPS) requirements, we provide payroll services to medium and small size business using our adequate resources.

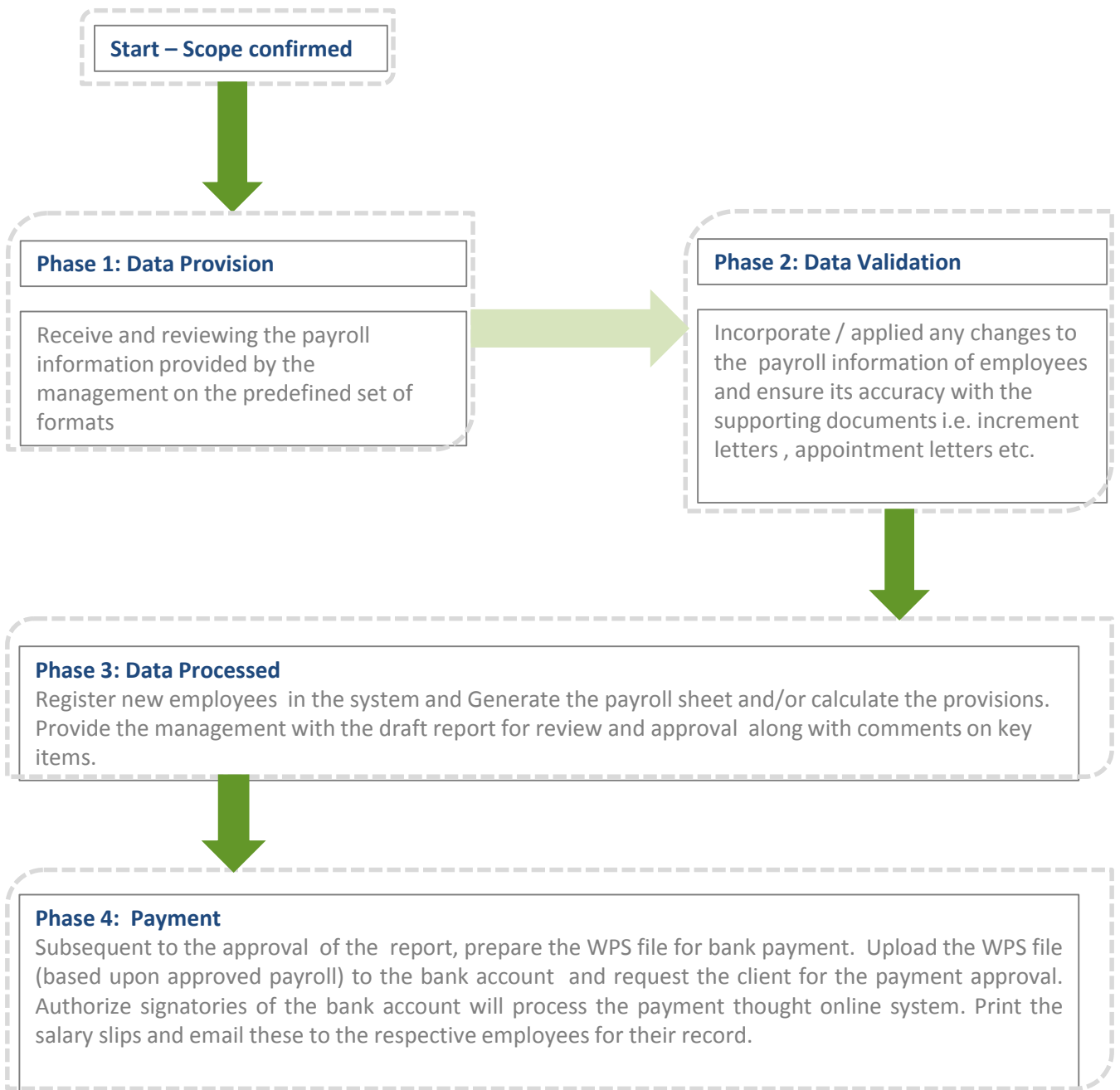
How do we support you

We provide a complete solution to clients' outsourcing payroll needs, including the following:

- Maintaining employees records for the payroll processing;
- Salary processing including overtime, bonus, and incentives. etc.;
- Preparing pay slips as per pre agreed format;
- Preparing and processing of payroll in compliance with WPS requirements;
- Calculation of end of service benefits;
- Air ticket and leave salary provision calculations;
- Preparation of the HR policies and procedures manual;
- Payroll reporting with analysis; and
- Assistance in preparation of employment contracts and all documents related thereto.



Our approach to payroll outsourcing services





CFO services

Astute's CFO expert team serve as an outsourced CFOs with comprehensive set of services that focus on systems, tools and processes in order to improve business performance.

How do we support you

By aligning strategy, Organisation and finance, we:

- Help to anticipate market trends (business, economic, partners) by realistic planning and management tools available for general direction
- Produce reliable and secure information, which meet the requirements of supervisory authorities
- Define the drivers of growth and the critical factors for cost reduction, while evaluating the risks
- Align the finance function and its daily activities in line with the organization's strategy and on its objectives of change

Our Consultants offers a range of solutions to enhance the effectiveness of the finance function in keeping with emerging best and innovative practices. Focused upon three key dimensions, namely, strategy, operations and risk control, it relies on the approach that is based on a comprehensive analysis of the "Model of information and management" of the Organisation, which structures the process of reporting and monitoring of the organizations. This approach provides a diagnosis of financial management and how this can be aligned with the overall organizational strategy with the help of financial tools.





Our team

Astute is a team of qualified and experienced Chartered Accountants.

- A team of professionals dedicated to Financial, Strategic and Operational Consulting
- A single point-of-contact to co-ordinate a team with significant expertise
- Ability to manage complex environments
- Collaborative and client-oriented approach
- Independence of judgment

M. Khawar Butt UAECA, ACCA

Head of Outsourcing Services

Email: butt@astuteme.com

M. Khawar is a qualified Chartered Certified Accountants. He has been working in the UAE since 2008 and has an immense experience in healthcare, construction and food/beverage industries in the UAE. He is having strong background across book keeping services, internal/external audit, financial feasibility studies, and financial management projects like preparing consolidated financial report, financial and management reporting, budgeting, and financial modeling.

He has accumulated experience of over 9 years in advising numerous clients on Book keeping services, external audit, and internal audit and feasibility studies. He is having strong understanding of the client's industry practices and regulations of the market served. He is also enjoying a good command on International Financial Reporting Standards (IFRS), International Standards for professional practice of Internal Auditing, International Standards on Auditing (ISA).

In addition to the above, he has Hands on exposure in clients' customized (bespoke) accounting, audit and off-the- shelf software namely Medware ERP system (Hospital), Realsoft (Construction), Quick books, Peachtree; and Tally etc.

Specialties: Accounting systems implementation, Internal controls, Book keeping up to finalization, Management reporting, Internal audit, Financial feasibility studies, Agreed-upon procedures, IFRS and ISAs.



Contact us

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