



CORPORATE SERVICES

Corporate Services

Audit & Assurance

**Business Investment &
Divestment**

**Startups and Growing
Businesses**

Company Secretarial

Information Technology

**Litigation Support &
Forensic Accounting**

**Outsourced Financial
Support**

Payroll Services

Rawlinson & Hunter has been a leading firm of Chartered Accountants for over 85 years, and through its international grouping now operates from 12 offices in 10 countries with over 50 partners and directors, over 500 staff and 10,000 clients. The firm offers taxation, accountancy and advisory services to individuals, families and businesses. Rawlinson & Hunter is also the largest firm of Chartered Tax Advisers in the UK.

Rawlinson & Hunter provides:

- Innovative and effective advisory services;
- Exceptional personal service;
- Strong support for entrepreneurial businesses;
- Pragmatic advice with clear recommendations;
- Tried and tested business acquisition and exit strategies;
- Expert partners with broad based experience; and
- International experience and global outlook.

“We work with corporate and entrepreneurial clients of all sizes and complexity. Our approach is very different and starts from the premise that our advice needs to address stakeholder concerns much wider than those that are obvious from the confinements of the corporate box. This holistic thinking coupled with our broad assurance, advisory and tax expertise is what our clients value.”

OUR CORE VALUES

A Commitment To Our Clients: ensuring we put exceptional hands-on client service at the heart of what we do and that we always go the extra mile for our clients.

A Commitment To Technical Excellence: ensuring that we provide the highest quality technical advice in a conservative, sensible and ethical manner, and that we are recognised as leading experts in our field.

A Commitment To Independence: ensuring that we maintain independence of mind by coming to our own views without fear or favour, and that we are unafraid to tell it how it is.

A Commitment To Each Other: embracing and respecting our differences, whilst ensuring that we work together as a team to achieve goals and putting these goals before self-interest.

A Commitment To Our People: ensuring that we create an environment where staff are fairly rewarded for their contribution, where open, honest feedback is given, and where everyone has the opportunity to achieve their potential.

A Commitment To Our Communities: ensuring that we contribute positively to society by offering a necessary business service, by operating in sympathy with our environment, and through charitable giving and philanthropic policies.



Audit & Assurance Services

Often an audit is required by statute and is intended to provide assurance to the entity's shareholders of the soundness of the financial statements as prepared by the directors.

Rawlinson & Hunter has extensive experience of providing audit and assurance services to a wide-range of companies and groups from many industries. Our clients range from start-up businesses to large listed international groups operating in sectors as diverse as entertainment, media, the arts, fund management, fashion and property investment.

As a backward looking exercise, it is argued by many that an audit has its limitations and provides little real value prospectively. Our approach is different.

None of our clients see us simply as auditors. We make it our business to understand the way their business works and to help to identify ways of improving it, with the aim of being of most value to the shareholders.

The audit and assurance services we provide deliver demonstrable insights and real cash savings to our clients.

We can advise on areas including the following:

- Audit in compliance with the requirements of the Companies Act 2006 or other statutory regulations;
- Preparation of non-statutory accounts;
- Bespoke assurance or independent examination engagements, offering a similar level of confidence to a full audit, for branches, divisions or companies not legally required to have an audit;
- Preparation or reviews of interim financial statements or other non-statutory reports;
- Audit of systems, controls and procedures and reporting thereon; and
- Royalties and grants assurance engagements;

“Our audit and assurance services and the recommendations we make provide an opportunity for decision makers to make confident, informed decisions about their business, help reduce risks and of course exploit any opportunities.”

Chris Bliss

Partner

T: +44 (0)20 7842 2122

E: chris.bliss@rawlinson-hunter.com

Kulwarn Nagra

Partner

T: +44 (0)20 7842 2130

E: kulwarn.nagra@rawlinson-hunter.com

Craig Davies

Partner

T: +44 (0)20 7842 2136

E: craig.davies@rawlinson-hunter.com

Alex Temlett

Partner

T: +44 (0)20 7842 2096

E: alex.temlett@rawlinson-hunter.com



Business Investment and Divestment

Successful businesses are constantly growing, changing and expanding organically or by acquisition. We provide advice throughout your business' transitional period and draw on our extensive experience to help project manage investment and divestment deals.

Buying and selling a business or part of a business, can prove an immense distraction to the investors, targets and the management team. This tension inevitably ends up distracting focus and attention from the day to day operations. Our cross-disciplinary team of experienced partners, directors and staff can help ease some of this burden whilst ensuring that a calm eye is kept on the financial and commercial opportunities that these changes inevitably bring.

Whether you are looking to raise finance, enter or divest from a particular sector, or restructure and rationalise the business holdings, we will be able to help and offer you the benefit of our wide experience.

We can provide advice and support in all areas of investment and divestment, including:

- Transaction advice and support;
- Acquisition and disposal-related tax and VAT advice;
- Pre-disposal health checks;
- Financial and tax due diligence (for vendor or acquirer);
- Exit route planning for all types of investor;
- Succession planning;
- Management Buy outs/Buy ins; and,
- Key employee retention and incentivisation.

“Whether you are a first-timer or a seasoned entrepreneurial business, our experience and personal touch will ease what can be a very stressful process.”

Chris Bliss

Partner

T: +44 (0)20 7842 2122

E: chris.bliss@rawlinson-hunter.com

Kulwarn Nagra

Partner

T: +44 (0)20 7842 2130

E: kulwarn.nagra@rawlinson-hunter.com

Andrew Shilling

Partner

T: +44 (0)20 7842 2135

E: andrew.shilling@rawlinson-hunter.com

Craig Davies

Partner

T: +44 (0)20 7842 2136

E: chris.davies@rawlinson-hunter.com

Alex Temlett

Partner

T: +44 (0)20 7842 2096

E: alex.temlett@rawlinson-hunter.com

James Randall

Partner

T: +44 (0)20 7842 2131

E: james.randall@rawlinson-hunter.com



Startups and Growing Businesses

New businesses should, quite rightly, concentrate their efforts on the development of their product or services, the protection of valuable IP and commercialisation in due course. However, it is just as important to ensure that the venture as a whole is going to be commercially viable in the short and medium term. Our entrepreneurial Services platform will greatly aid your control of the back office fundamentals whilst delivering real time reporting and related tax advice which is relevant to you and other shareholders.

We have extensive experience of providing accountancy and tax support to spin-out and other early stage businesses across many sectors. We provide crystal clear advice to the founders and the business itself throughout the startup phase and beyond to ensure that all are able to maximise the benefit of their endeavours.

We appreciate that cash management is critical for early stage businesses so we work with our clients to produce a cost-effective and fee-certain tailored package of services which suits their needs and enables us to bring our extensive experience to bear from the outset.

We can provide as much assistance as is required. In the early stages we would typically look after payroll, VAT, management accounting, financial reporting and direct tax compliance issues.

Other services we can provide include facilitating banking arrangements, treasury management, supplier payments and credit control. Naturally, as the business grows, the services we supply adapt to the changing needs.

Some examples of the services we would typically provide are as follows:

- Shareholder tax planning, business structuring and Entrepreneurs' Relief advice;
- Outsourced accounting support, including management accounts, payments management and VAT;
- Payroll services;
- Audit, accounting and corporate tax compliance;
- Company secretarial support;
- Investor tax planning including Enterprise Investment Scheme (and SEIS) advice and implementation;
- Share scheme planning (approved and unapproved), valuations and compliance; and
- Employee incentivisation planning.

“We are passionate about helping embryonic and early stage businesses grow and provide the founders with the highest quality tax and accounting support early on, when it is critically important but often overlooked due to cash flow constraints.”

Craig Davies

Partner

T: +44 (0)20 7842 2136

E: chris.davies@rawlinson-hunter.com

James Randall

Partner

T: +44 (0)20 7842 2131

E: james.randall@rawlinson-hunter.com

Alex Temlett

Partner

T: +44 (0)20 7842 2096

E: alex.temlett@rawlinson-hunter.com

Lynne Hunt

Director

T: +44 (0)20 7842 2025

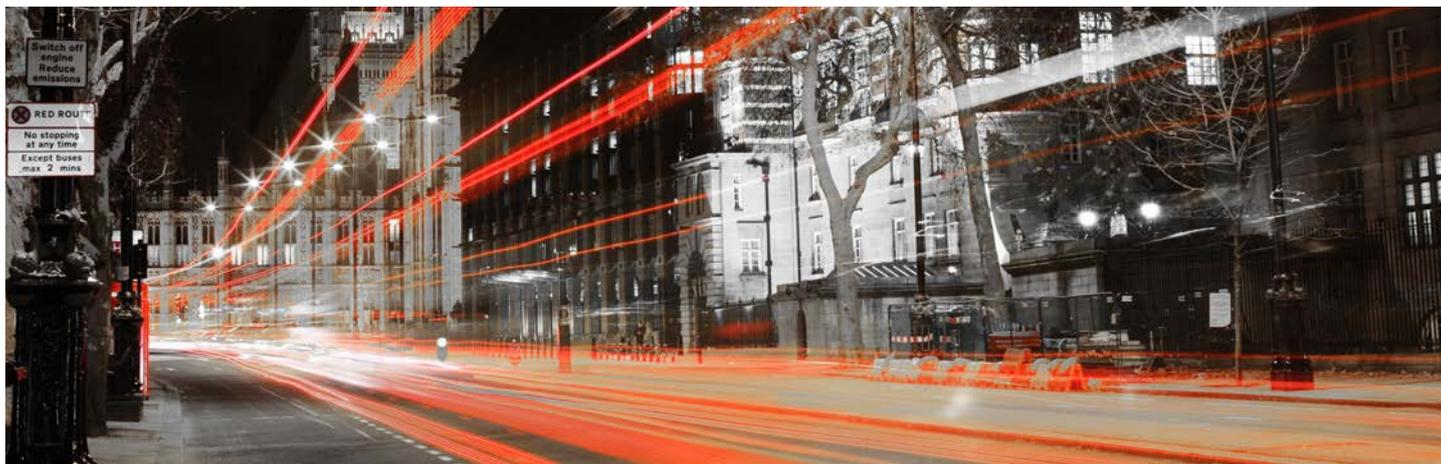
E: lynne.hunt@rawlinson-hunter.com

Catherine Thompson

Director

T: +44 (0)20 7842 2028

E: catherine.thompson@rawlinson-hunter.com



Company Secretarial Services

Companies and Limited Liability Partnerships are required to adhere to an ever-increasing list of filing requirements and registration deadlines every year. Keeping up with it all is a challenging task and demands energy and time that should be focused on building the business. We relieve this burden.

Rawlinson & Hunter can assist with the responsibilities of running and maintaining a business's statutory records, providing advice and support including:

- UK and non-UK company incorporation and the provision of off the shelf companies and same day incorporation where possible;
- Change of company name;
- Change of director and other appointments;
- Preparation of Memorandum and Articles of Association;
- UK and non-UK fiduciary services;
- Completion and filing of annual compliance statements and company accounts;
- Maintenance and filing of the Persons with Significant Control register;
- Share issues and transfers;
- Maintenance of share registers and holding of certificates;
- Liaison with Companies House;
- Company searches;
- Hosting of board meetings, including minute taking; and
- Holding of Declarations of Trust.

“A sound company constitution and well maintained public records are critical to a modern business. Our company secretarial services provide you with peace of mind that the company statutory records are up to date and fully compliant.”

Kulwarn Nagra

Partner

T: +44 (0)20 7842 2130

E: kulwarn.nagra@rawlinson-hunter.com

Craig Davies

Partner

T: +44 (0)20 7842 2136

E: chris.davies@rawlinson-hunter.com

Alex Temlett

Partner

T: +44 (0)20 7842 2096

E: alex.temlett@rawlinson-hunter.com



Information Technology Services

Rawlinson & Hunter has extensive experience in the area of IT consultancy. We have developed, through significant investment in our own internal systems, a strong and leading-edge capability in all areas of IT which allows us to provide such services to clients.

Rawlinson & Hunter can identify, design and supply appropriate IT solutions for clients.

Our services range from system installation and bespoke application development through to day to day IT support services.

We are able to provide the following assistance:

- Helpdesk support;
- Training;
- Systems design to improve capability, security and reliability of your current systems;
- Procurement of IT equipment suitably matched to your requirements;
- Implementation of new hardware and applications; and
- System administration including monitoring and updates.

“Our role is very much determined by our clients’ needs, varying from the supply of simple support facilities through to the management of complex IT projects. One of the most important issues in any implementation is the ability to control costs and manage projects effectively – an area in which Rawlinson & Hunter has proven experience.”

Craig Davies

Partner

T: +44 (0)20 7842 2136

E: chris.davies@rawlinson-hunter.com

Alex Temlett

Partner

T: +44 (0)20 7842 2096

E: alex.temlett@rawlinson-hunter.com

James Symonds

Information Technology Director

T: +44 (0)20 7842 2009

E: james.symonds@rawlinson-hunter.com



Litigation Support and Forensic Accounting

When things go wrong (whether in business or personal life), a dispassionate but empathetic review of transactions and assets may be required. We regularly act as expert witnesses in contentious cases, often appointed by both parties as an independent expert.

We are all aware of the effect that fraud can have on a business but is not the only hazard waiting to trip a healthy business. The lives of owners and their businesses are intrinsically linked and personal issues such as divorce can have an enormous effect on the drive and focus of the owner and the success of the business.

We can advise on preventing, quantifying and retrospectively addressing a wide range of potential difficulties, providing valuation and forensic accounting support to assist with potentially difficult decisions. Our services include:

- Litigation support including expert witness appointments;
- Company valuation issues;
- Divorce settlement issues;
- Commercial dispute quantification;
- Fraud investigations;
- Fraud prevention measures; and
- Insurance claim quantification.

“Dealing with litigation, whether personal or business related, is often highly stressful and distracting. We understand that your business needs to carry on during the process, ensuring that our work is performed in an efficient and as unobtrusive manner as possible.”

Kulwarn Nagra

Partner

T: +44 (0)20 7842 2130

E: kulwarn.nagra@rawlinson-hunter.com

Alex Temlett

Partner

T: +44 (0)20 7842 2096

E: alex.temlett@rawlinson-hunter.com



Outsourced Financial Support

Outsourcing is the process that takes away the compliance and other administrative burdens from the executives and owners of a business, thereby enabling them to focus on the core business activities and longer term strategy.

R&H can offer as much assistance as required providing accounting and payroll services or handling the entire finance function of a business.

Outsourcing of accounting processes delivers to the client the best possible level of service, high quality reporting and in-depth planning and analysis. Further, being a full service firm with proven technical excellence in all areas of financial reporting and tax planning/compliance, the finance function we provide delivers a truly holistic service to the business we are supporting.

Although we tailor our services to your specific needs, the services we offer include:

- Maintenance of full accounting records;
- Preparation of management accounts, to comply with the company's reporting requirements and reporting schedules;
- Budgetary analysis;
- Preparation of annual financial statements;
- Preparation and submission of VAT returns, EC sales lists, Intrastats;
- VAT advice on trading with other EC countries;
- Cashflow reporting and operation of bank accounts;
- Receivables and payables ledger maintenance;
- Supplier payments;
- Sales invoicing and credit control; and
- Payroll services.

We can also extend our services to other areas of your business including:

- General financial advice;
- Human Resources support;
- IT support;
- Company secretarial services;
- Audit and assurance; and
- Corporate and personal tax.

“Our expert knowledge and experience in this field allows us to offer a flexible, fast and reliable outsourced service to our clients.”

Kulwarn Nagra

Partner

T: +44 (0)20 7842 2130

E: kulwarn.nagra@rawlinson-hunter.com

Craig Davies

Partner

T: +44 (0)20 7842 2136

E: chris.davies@rawlinson-hunter.com

Alex Temlett

Partner

T: +44 (0)20 7842 2096

E: alex.temlett@rawlinson-hunter.com

Lynne Hunt

Director

T: +44 (0)20 7842 2025

E: lynne.hunt@rawlinson-hunter.com

Catherine Thompson

Director

T: +44 (0)20 7842 2028

E: catherine.thompson@rawlinson-hunter.com



Payroll Services

Administration of payroll is a time-consuming and complicated procedure. Employers are required to have a sound knowledge of complex payroll, taxation and employment legislation and sufficient care must be taken to ensure that PAYE and Social Security requirements are met.

We aim to provide a confidential, flexible, informed and reliable payroll service that is tailored to meet your requirements.

Our dedicated team are up to date with employment legislation and payroll taxation changes and will ensure that you have peace of mind.

Our payroll services include:

- Administration of PAYE, National Insurance, parental leave, apprenticeship levy and sick pay;
- Assistance with Pension Auto Enrolment arrangements and compliance;
- Recording and monitoring of hours worked, sick leave, absence and holidays;
- Administration of share incentive schemes, bonuses, ex-gratia and termination payments;
- Advice on salary and benefit packages;
- Full support during PAYE and National Insurance inspections; and
- Expenses and benefits compliance including Forms P11D and PAYE Settlement Agreements; and
- Dealing with employee secondments overseas and into the UK from other territories, with specific support from our team which advises Internationally Mobile Employees.

“Our practical approach, tailored to your requirements, enables us to offer a bespoke payroll service to you in this ever increasingly complex area.”

Kulwarn Nagra

Partner

T: +44 (0)20 7842 2130

E: kulwarn.nagra@rawlinson-hunter.com

Craig Davies

Partner

T: +44 (0)20 7842 2136

E: chris.davies@rawlinson-hunter.com

Paul Huggins

Partner

T: +44 (0)20 7842 2197

E: alex.temlett@rawlinson-hunter.com

Lynne Hunt

Director

T: +44 (0)20 7842 2025

E: lynne.hunt@rawlinson-hunter.com



Contact Us

For further details of how we can help you, please contact one of our team:

Chris Bliss
Partner

+44 (0)20 7842 2122
chris.bliss@rawlinson-hunter.com

Kulwarn Nagra
Partner

+44 (0)20 7842 2130
kulwarn.nagra@rawlinson-hunter.com

Craig Davies
Partner

+44 (0)20 7842 2136
craig.davies@rawlinson-hunter.com

Alex Temlett
Partner

+44 (0)20 7842 2096
alex.temlett@rawlinson-hunter.com

James Randall
Partner

T: +44 (0)20 7842 2131
E: james.randall@rawlinson-hunter.com

James Symonds
IT Director

+44 (0)20 7842 2009
james.symonds@rawlinson-hunter.com

Lynne Hunt
Director

+44 (0)20 7842 2025
lynne.hunt@rawlinson-hunter.com

Catherine Thompson
Director

+44 (0)20 7842 2028
catherine.thompson@rawlinson-hunter.com

Yueling Wei
Senior Manager

+44 (0)20 7842 2098
yueling.wei@rawlinson-hunter.com

William Watson
Senior Manager

+44 (0)20 7842 2111
william.watson@rawlinson-hunter.com