




# Accounting and Payroll Outsourcing Services

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**“ We help you with  
reducing risk ”**

**T**oday's complex economic environment requires that you get the most out of your finance and payroll functions – simply meeting statutory requirements is no longer sufficient. Companies of all sizes require flexible, creative, and cost effective solutions that add value and result in operational benefits.

At KPMG we provide accounting and payroll outsourcing services tailored to your specific needs. We operate for more than 48 years and we employ more than 100 accounting and payroll experts with extensive experience in a number of industries.

Whether you need to:

- Reduce business risks
- Improve the quality of your accounting information
- Ensure compliance with the applicable tax regulations
- Turn fixed costs into variable
- Obtain access to world-class capabilities and cutting-edged technology solutions
- Free up internal resources that will focus on core business processes.

**“ KPMG - your partner,  
not just a provider ”**



## Accounting Outsourcing Services

We offer an extensive range of customized solutions and accounting outsourcing services, designed to address our clients' needs.

The main services offered include:

- Accounting, bookkeeping and accounting supervision services
- Preparation of statutory accounts according to Greek Accounting Standards and respective filings
- Financial reporting under IFRS
- Preparation and filing of corporate income tax, withholding and VAT returns and reports
- Preparation of consolidated financial statements under Greek GAAP and IFRS
- Review and support of accounting services provided by Shared service Centers located outside Greece to ensure compliance with Greek accounting and tax legislation
- Physical inventory counting of fixed assets and/or merchandise, raw materials etc
- Ad hoc advice on specific accounting issues
- Client's staff training and support on day-to-day issues
- Secondment of staff to support entity's tax, accounting and finance functions
- Provision of registered address (for statutory purposes)

- Assistance throughout the incorporation of a company
- Registration of companies with the tax authorities
- Advice and assistance in setting up the accounting function of a company
- Assistance during the company's liquidation/ dissolution process.

**“ We can help you make the most of your finance and payroll functions ”**

## CFO support services

- Effectiveness and efficiency assessment of accounting functions
- Preparation of management accounts and reports
- Reconciliation of management reporting with financial accounts
- Preparation of forecast financial information and budgeting
- Business analysis for accounting and reporting systems implementation
- Business analysis and implementation support for robotics applications (RPA).

**“ We focus on your particular needs ”**

## Payroll Outsourcing Services

The outsourced payroll services we offer are designed to meet the labor law requirements as well as the company's management and finance function needs.

The services provided are:

- Issuing and managing payroll
- Calculation of the compensation to be paid to employees in case of resignation and of the statutory termination indemnity in case of dismissal
- Monthly accruals preparation for statutory bonuses (Christmas, Easter and vacation) and any other annual bonuses that may be provided to the employees
- Expanded ability to produce reports in excel format
- Statistics for personal or salary information
- Payroll accounting entry's preparation
- Detailed cost analysis grouped by employee, department, specialization, etc.
- Budget preparation for the next fiscal year in accordance with assumptions, parameters and specific scenarios provided

- Preparation and submission of annual salary statements of earnings and withholdings for each employee for their personal tax returns
- Preparation and submission of electronic files to the respective social security offices via Internet
- Electronic submission to the information system "ERGANI" of any new hires, terminations, personnel lists, etc.
- Employer registration with the social security authorities
- Access to our payroll system in order to view employees' personal data, payroll data etc. and to export payroll reports
- Support on social security audits and for corrections to Analytical Periodic Reports
- Ability to electronically send pay slips to personal email
- Prompt notification of changes to social security and labor law issues
- Hotline with our consultants to support you in labor and social security issues.

**“ Your performance is our top priority ”**



## IT enabled accounting Business Process Outsourcing (BPO) services

Nowadays all entities are keen to organize an efficient and effective finance department which will advance business.

Our IT Accounting and Tax compliance teams can work closely with CFOs to improve processes, find innovative solutions and leverage technology through an outsourcing relationship that optimizes and transforms the organizations.

The full range of our services include:

- ERP System Hosting/DB maintenance
- General and analytical ledgers maintenance
- Cost accounting
- A/P and A/R processing
- Fixed assets management
- Inventory management
- Budgeting/Reporting/Planning and Forecasting
- Financial Statements/Cash Flow Statements preparation
- Security infrastructure/disaster site facilities/backup/performance monitoring.
- Expense reports processing
- Cash and banking
- MIS reporting.



“ *We provide you  
with the skills  
you need* ”

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