

Elevate your business with our premium accounting & administration services



Our Accounting & Administration team strives to deliver the highest quality outsourcing services. Our full range services include accounting, payroll, treasury and general administration services. Having your accounting and administration services independently managed, leaves you freer to direct your full attention to running and growing your own businesses. You also gain access to useful management reports at the same time, providing valuable material when it comes to planning business strategies.

Accounting Services

The accounting records, management accounts and unaudited financial statements are prepared in accordance with Hong Kong Financial Reporting Standards (HKFRS) / International Financial Reporting Standards (IFRS).

- Maintenance of accounting books and records
- Preparation of unaudited management accounts periodically and annually
- Preparation of clients' in-house reporting
- Preparation of unaudited financial statements for audit purposes

Payroll and Related Services

- Handling local and overseas employees' payroll, housing, stock option, contribution and related matters in compliance with the Hong Kong Employment Ordinance and the clients' company policies
- Sourcing and setting up Mandatory Provident Fund Scheme (MPF) with

trustee and registration of Mandatory Provident Fund Schemes Authority

- Handling the MPF contributions in compliance with the scheme rules and regulations set out by the Mandatory Provident Fund Schemes Authority
- Assistance with employee's affairs, such as leaves, termination, severance payment
- Our payroll clients' headcount varies from 1 to over 150 employees (local and expatriates)
- Arrangement of employee compensation insurance and medical insurance

Recruitment Services

We provide recruitment services to search for suitable candidates for placement. Our recruitment process includes advertising, short-listing, interviewing, job offering and reference checking. We have experience in hiring general office administration personnel, accounting professional from junior accountant to financial controller.

Treasury Services

- Accounts payable service, arranging payment either by cheque, online banking or by telegraphic transfer
- Following up on the expecting remittances and advising client upon receipt of the same
- Monitoring bank balances and arranging for funds transfers as necessary
- Updating bank position and providing bank transaction summary on a regular basis



Accounting Software Experience

We are flexible in using accounting software at your choice and can accommodate your in-house accounting software. We have experience in using the following accounting system, real time and cloud base system.

- FlexAccount
- MYOB
- Xero
- Oracle - Netsuite
- Microsoft – Navision
- Sage
- Quickbooks Pro
- Daceasy

Why work with us

- Our team includes professionals with practical and solid knowledge and experience.
- We have extensive knowledge of providing quality support and providing customised advice to suit each client taking into account their requirements and goals.
- Backed by our international network, we have the scope to provide clients with all solutions and expertise they require, wherever they choose to do business.

GET IN TOUCH

For any enquiries, please contact our experts directly.



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At Moore, our purpose is to help people thrive – our clients, our people, and the communities they live and work in. We're a global accounting and advisory family with over 37,000 people in 558 offices across 114 countries, connecting and collaborating to take care of your needs – local, national and international.



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