

Our Mission Statement

Our mission is to provide exceptional outsourced accounting and IT services to our clients at an affordable cost.

OUR PROMISE TO YOU:

Value

- All the work is supervised and monitored by experienced Chartered Certified Accountants and Business Graduates.
- We reduce operating and overhead costs to the extent of 60%, thereby help clients in increasing profits and to grow faster.
- We have expertise in wide range of cloud based accounting software.

Service

- Robust management and procedures to ensure delivery on time and on budget.
- Dedicated one-to-one communication with you, to ensure every project is right first time.

Quality

- Two – level file review and signoff by senior accountants, even for the smallest assignment.
- State of the art physical, network, and data security procedures.
- Highest standards of staff recruitment and training procedures.



firstserve Global
Accountancy & IT outsourcing

Accountancy & IT Outsourcing

Faster . Accurate . Dependable
DHAKA (BANGLADESH) | LONDON (UK)

Firstserve Global Limited

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OUR AFFILIATIONS



SOFTWARE WE USE



www.firstserveglobal.com.bd

ABOUT US:

Firstserve Global Limited

- We are a dedicated provider of outsourced accountancy, bookkeeping and taxation services with extensive coverage of related IT Enabled Services.
- Only Accounting Outsourcing Company in Bangladesh exclusively dedicated to UK with 100% focus on accounting and related services.
- We offer dedicated resources for our clients in UK, USA, Canada & Australia.
- We have offices both in Bangladesh & UK to serve our clients better.

When would someone use our service?

Anyone with a need for an accountant, bookkeeper, Financial Paraplanner, Digital Marketer, Personal Assistant, Virtual Assistant can use our services. Our Back-Office Support Services enable our clients to focus on their core business functions.

What we offer

- Dedicated individual client manager at our processing centre in Bangladesh, liaising directly with you.
- Working files available to you at all times on our server, protected by state-of-the-art IT security.
- Guaranteed Cost Savings up to 70% of the current process.
- Capabilities to work on all technological platforms e.g. Cloud, VPN, Server and Online.

SERVICES:

Bookkeeping Services

- Ledger and cashbook transaction posting.
- Monthly management accounts production.
- Quarterly / Annual VAT returns.

Year- end Compliance Services

- Incomplete records posting and accounts production.
- Annual Accounts (Companies, sole traders, partnerships)
- Annual Tax Returns (CT600, SA100, SA800)

Payroll Services

- Monthly & Weekly PAYROLL.
- Online PAYE: P35/PAYE Returns.
- Monthly RTI Filing.

Security

- Firewall monitored 24/7.
- Heavy duty antivirus software on all machines.
- Restricted access to servers, workstations, and internet.
- Disabled 'copy' media (USB drives, floppy drives, printers) on all workstations.
- Robust backup and disaster recovery provisions.

Software We Use

For Bookkeeping/VAT Preparation:

Sage	Xero	QuickBooks
VT Transaction	Kashflow	Others on request

Year End Accounts / Tax Returns:

IRIS	DIGITA	Taxcalc
MYOB	CCH ProSystem	VT Final
Others on Request		

Infrastructure

- Networked with Core 2 duo machines.
- Internet: Dedicated 5 Mbps leased line.
- 24/7 Power Back up mechanism

WORK PROCESSES:

Offline Process



Access to our server is through our web portal and very user friendly. You have following facilities on our portal:

- UPLOAD/DOWNLOAD facility through secured web interface.
- Notification to user/Firstserve on upload/ download of files.
- WORK PROGRESS UPDATE status every day.

Online Process



Apart from this we also work on cloud, VPN & Remote desktop access.