



ATC Accounting & Tax Compliance

Our **Accounting & Tax Compliance** service provides highly personalized and comprehensive accounting, adapting to the individual needs and requirements of every type of company in an efficient and timely manner.

- **Management accounting:** bookkeeping services and the preparation of regular management reports. Your financial information delivered on time, every month, in a format agreed with you.
- **Financial administration:** the accounting and administrative support required by your international operations. Our financial administration service compliments our management accounting service and, taken together, can provide you with a full financial back office function.
- **Tax compliance:** Ensuring compliance to the local rules of your company for VAT, Withholding tax and Corporate Income Tax.

The multilingual PBS team has experience in working with a wide range of clients, from small start-ups to some of the largest privately-owned companies, listed companies and international groups. We are used to tight reporting deadlines, enabling closure of report within 6 days of month end for the majority of our international clients.

Our skills are focused on:

Management accounting

- Bookkeeping
- Monthly closing
- Monthly individual or consolidated management reporting
- Bridging statements reconciling the results between differing generally-accepted accounting principles
- Maintenance of fixed asset register
- Documenting key issues for management consideration
- Cost centre and project accounting
- Statutory financial statements
- Consolidation of financial statements
- Assistance for external audits

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**Financial
Administration** ▶

- Assisting with the set-up of bank accounts
- Administration of local and international payments
- Supplier relationship management
- Sales invoicing
- Cash flow control
- Debt collection
- Administering approval of supplier and inter-company invoices
- Managing staff expense reimbursement

**Tax
compliance** ▶

- VAT registration and deregistration
- Preparation of VAT returns and official VAT books
- Intrastat reporting
- Preparation of Withholding tax returns
- Corporate Income Tax: preparation of computations, instalments and returns for filing with the Spanish tax authorities

**Shared
solutions** ▶

- PBS may operate directly on your own accounting management system (ERP), enabling full externalization.
- We may also offer you joint use of our own ERP, for shared processing, working together with PBS on your accounting management.