

INCREASING
POTENTIAL

FIC CONSULTING



FIC Consulting
Worsboom Street, Eremos Complex
Sundowner, Randburg
Phone: 079 925 5817
Email: tiaan@ficc.co.za
www.ficc.co.za

Hi there

Thank you for enquiring about FIC Consulting's services.

My name is Tiaan Dwyer, and I am the Director of FIC Consulting. I am also an HR and Labour Consultant by profession. I own FIC Consulting and I am pleased to have this opportunity to tell you a bit more about what FIC Consulting can deliver to you as a business.

What does FIC Consulting do for businesses?

FIC Consulting provides advice and guidance to businesses and ensures that your business's employees serve the company's best interests. By creating and implementing customised HR strategies, we work to ensure your business is effectively utilising its employees to achieve its goals while working at high levels of performance and efficiency.

At FIC Consulting, we specialise in delivering comprehensive financial solutions to meet your business needs also. We take pride in offering a range of services, including payroll and accounting services, designed to streamline your financial operations.

Our payroll services ensure that your employees are paid accurately and on time, allowing you to focus on growing your business while we handle the complexities of payroll processing.

Additionally, our expert accounting services provide you with the tools and insights needed to maintain financial clarity, make informed decisions, and achieve your long-term financial goals. With our dedicated team of professionals, you can trust us to provide the financial expertise and support your company deserves.

Why outsource to FIC Consulting?

FIC Consulting is cost-effective.

It is more cost-effective for small to medium-sized businesses to partner with an outsourced HR & Payroll consultancy such as FIC Consulting which will come in and do the job well, and with efficiency rather than having to build up an HR department from scratch.

When you already have an HR team you can bring in FIC Consulting to deal with the specific area that needs attention without disrupting the other team members with what they are doing.

FIC Consulting increases effectiveness

By offering outsourced HR, payroll, and accounting services, FIC Consulting empowers our clients to significantly enhance their operational effectiveness. By outsourcing these critical functions to us, our clients can free up valuable time and resources that would otherwise be spent on administrative tasks.

Our team of experienced professionals ensures compliance with all regulations and handles the complexities of payroll and accounting, allowing our clients to focus on their core business activities. Additionally, our HR services streamline talent acquisition, employee management, and compliance, resulting in a more efficient and productive workforce. With our comprehensive outsourcing solutions, we enable our clients to optimize their operations, reduce costs, and ultimately drive greater success in their business endeavours.

FIC Consulting increases employee satisfaction and decreases employee turnover.

By outsourcing HR, Payroll, and accounting services, your company can significantly enhance employee satisfaction and reduce turnover. Firstly, this approach frees up valuable time and resources for our clients' management teams to focus on strategic initiatives and employee engagement programs rather than administrative tasks.

This shift towards a more strategic HR function can improve the overall employee experience, leading to higher job satisfaction. Secondly, outsourcing ensures accuracy and compliance in payroll and accounting processes, preventing payslip errors and financial discrepancies that can cause dissatisfaction among employees.

Additionally, timely and accurate payroll instils a sense of trust and reliability within the workforce. Overall, outsourcing these critical functions not only enhances operational efficiency but also contributes to a positive workplace culture, which can ultimately decrease employee turnover and increase employee loyalty.



Who are our ideal clients?

Start-up businesses

Our company is dedicated to helping startups thrive by offering essential outsourced HR, payroll, and accounting services. By entrusting us with these critical functions, your startup can focus on what it does best: innovating and growing your business. Our team of experienced professionals ensures that your HR needs, from recruitment to employee management, are expertly handled. We streamline payroll processes, guaranteeing accuracy and timeliness. Additionally, our accounting services maintain financial health, offering insights to make informed decisions.

With our support, startups can minimize administrative burdens, reduce costs, and scale efficiently, positioning themselves for long-term success.

Established businesses.

Our company is well-equipped to support your established business by offering a comprehensive suite of outsourced HR, payroll, and accounting services. By entrusting these critical functions to our expert team, you can streamline your operations, reduce administrative burdens, and focus on your core business activities.

Our dedicated HR professionals will ensure smooth personnel management, from recruitment and onboarding to employee relations and benefits administration. Meanwhile, our meticulous payroll services will guarantee accurate and timely compensation for your staff. Additionally, our seasoned accountants will handle your financial transactions and reporting with precision, ensuring compliance with tax regulations and financial transparency. Partnering with us will not only save you time and resources but also enable your business to thrive with confidence in its financial and human resource management.

Human Resources and Labour services

We focus our HR services on 3 main areas of activities which cover the whole employee life cycle:

Area 1: Acquiring competent employees.

Services covered under this area include:

- **Job Descriptions**
This helps to clarify the expectations of both the employee and the employer. This foundational document is used for recruitment, remuneration, and performance management to name a few. FIC Consulting will write the perfect Job Description covering the responsibilities of the position, the qualifications needed, and the skills required to perform the job effectively.
- **Recruitment & Selection**
Recruiting is the positive process of identifying, interviewing, and hiring employees for vacancies within your company. FIC Consulting provides you with a versatile model to suit your needs and not a one size fits all approach. We also believe that our clients need not pay exuberant amounts to obtain the right hire. Feel free to ask for more information on our recruitment models if you have a need.
- **Offer Letters & Contracts of Employment**
We also draft employment contracts and job offers for businesses. We can draft contracts for Permanent employment, temporary employment and Independent Contractors taking into account statutory regulations applicable according to South African law.

Area 2: Optimise and Manage competent employees.

- **Onboarding**

A great onboarding process sets the tone for the entire employee experience. Focusing on things like company culture, employee development, and frequent check-ins shows new hires that you care about their experience at your company. Extending these focus areas beyond your onboarding period then continues that strong employee experience, from hire to retirement. FIC Consulting can support your company in putting the right programs in place to ensure that newcomers transition smoothly into your business and start adding value sooner.

- **Performance Management**

Performance Management refers to all the tasks involved in helping employees to perform at their best. This will involve setting standards and performance goals, measuring performance, and providing feedback to employees on their performance. FIC Consulting can support you in getting the right structures in place to allow you to monitor and manage performance which will lead to individual and overall company success.

- **Policies & Procedures**

Policies and procedures are an essential part of any business. Together, policies and procedures provide a roadmap for day-to-day operations. They ensure compliance with laws and regulations, give guidance for decision-making, and streamline internal processes.

Area 3: Retaining competent employees.

- **Labour Relations**

Labour relations refer to all those actions taken by employers to ensure sound labour relations. Proper disciplinary and grievance procedures need to be in place to protect all parties and eliminate acts of discrimination, victimisation, and unhealthy power relationships. FIC Consulting can guide you and help your business navigate safely through this difficult landscape by providing expert advice, assisting you during disciplinarys

PAYROLL SERVICES

We understand that managing payroll can be time-consuming and complex, and our goal is to provide you with a streamlined and efficient solution. Here is an overview of our proposed payroll services:

1. Payroll Processing:

- Accurate and timely processing of monthly payroll, including calculating salaries, deductions, and bonuses;
- Leave management and reconciliation;
- Overtime management and calculations;
- Generation of payslips, electronically e-mailed to employees monthly; and
- Ensure compliance with SARS and Department of Labour regulations, as well as any specific industry requirements.

2. Statutory Compliance:

- Ensuring accurate and timely payroll tax calculation, deductions and filings;
- Preparation and submission of necessary monthly tax (EMP201) returns;
- Mid-year (August) and Tax-year end (February) preparation of reconciliation of employees' tax and submission to SARS and issue of IRP5 certificates to employees;
- Assistance with application of Tax Directives;
- Assistance with Income Tax number registration of new employees;
- Monthly and Ad-hoc submission of reports to the Department of Labour;
- Staying up-to date with changing tax laws and regulations to ensure compliance.

3. Employee Benefits Administration:

- Managing employee benefits, such as medical aid plans and retirement fund option; and
- Coordinating with third party providers to ensure seamless administration and accurate deductions.

4. Reporting and Analytics:

- Providing detailed and comprehensive payroll reports, including payroll summaries, tax reports and employee earnings statements; and
- Generating customised reports to meet specific business needs.

5. Dedicated Support:

- Assigning a dedicated payroll specialist who will be your main point of contact for any questions, concerns, or support; and
- Providing ongoing support through phone, email, or online chat to address any payroll-related queries promptly;

6. Pricing Structure:

- Our pricing for payroll services will depend on the size and complexity of your business. We offer flexible pricing options tailored to meet your specific business needs.

We are confident that our payroll services will save you time, reduce administrative burden, and ensure accurate and compliant payroll management. If you have any further questions or would like to discuss your requirements in detail, please do not hesitate to contact us.

Accounting Services

At FIC Consulting, we understand the importance of maintaining accurate financial records for the success of any business. Our team of experienced accountants provide high-quality services tailored to meet the specific needs of our clients. Our main goal with our accounting services is to help you efficiently manage your financial records and ensure accurate accounting. Here are some key services we offer:

1. Accounting services:

We can handle all your day-to-day and/or monthly financial transactions, including recording sales and expenses, reconciling bank statements, managing accounts receivable and accounts payable; services include:

- Maintaining financial records from source documents to Trial Balance;
- Capturing and reconciling of monthly bank statements;
- Maintaining of General Ledger accounts;
- Processing of purchase invoices, credit card expenses, and expense claims;
- Reconciling of accounts receivable and accounts payable;
- Processing of month-end journals;
- Preparation of monthly balance sheet account reconciliations;
- Maintaining asset register; and
- Preparation of accounting records up to trial balance.

2. Tax Planning and Preparation

We will ensure that your business remains compliant with tax regulations by providing expert tax planning and preparation services.

We will help you minimize your tax liability and maximize your deductions; services include:

- Preparation of VAT reports and VAT201 returns;
- Calculation, preparation, and submission of provisional tax returns; and
- Preparation and submission of annual tax returns.

3. Monthly reporting

- Preparation of monthly management accounts;
- Generating customised reports to meet specific business needs

By choosing FIC Consulting for your accounting needs, you can expect professionalism, accuracy, and a commitment to excellence. We have a proven track record of delivering exceptional results for our clients across diverse industries.

FIC Consulting



TIAAN DWYER – DIRECTOR/HR & LABOUR CONSULTANT

I am deeply passionate about supporting small to medium-sized businesses, and my mission is to be an integral part of my clients' success stories. I firmly believe in the power of partnership and the value of getting to know my clients' businesses inside and out. By understanding their unique challenges and aspirations, I can provide tailored support and solutions that truly make a difference. My commitment to your success is unwavering, and I am dedicated to helping you navigate the path to achievement, every step of the way. Let's embark on this journey together, where your business goals become our shared mission.

Over the years I have gained specialist HR experience working in various sectors within the engineering, construction, professional services, and catering/restaurants industries. As a business owner myself, I can relate well to businesses and their needs.

We have recently welcomed a team of dedicated specialists who are now fully equipped to provide comprehensive support to our valued clients in the realms of payroll and accounting. With their expertise and commitment, we can ensure that our clients receive meticulous care and attention to their financial needs.

This strategic addition to our team reaffirms our unwavering commitment to delivering top-tier services, assuring our clients that their financial matters are in capable hands.

Let's discuss your goals and needs today!

Visit my website @ www.ficc.co.za

Send an email to tiaan@ficc.co.za

Call @ 079 925 5817