



## Outsourced Accounting Admin Staff (Remote Work)

Asking from \$300 per month – depending on required work scope.

### Bookkeeper

From S\$ **700**  
Monthly

For companies that need reliable monthly bookkeeping and clean accounting records.

#### INCLUDES

- ✓ Monthly bookkeeping
- ✓ Recording of sales, purchases, expenses and bank transactions
- ✓ Bank reconciliation
- ✓ Accounts receivable and payable tracking
- ✓ Monthly profit and loss statement
- ✓ Monthly balance sheet
- ✓ Balance sheet schedules

#### Optional Add-on Services:

- + GST preparation and filing  
+\$100 / month
- + Payroll and HR administration  
+\$50 / month per employee

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### Accountant / CFO

POPULAR

From S\$ **1700**  
Monthly

For companies that need bookkeeping, accounting review, financial reporting and management-level finance support.

#### INCLUDES

- ✓ Accountant review of monthly accounts
- ✓ Management reporting
- ✓ AR/AP ageing review
- ✓ GST preparation and filing
- ✓ Finance process improvement support
- ✓ Chartered Accountant involvement

#### Optional Add-on Services:

- + Payroll and HR administration  
+\$50 / month per employee
- + Tax services and tax filing coordination
- + Complex consolidation or group reporting
- + Budgeting, forecasting or investor reporting
- + External auditor liaison

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## **Work scope:**

### Included in the bookkeeper plan (\$300 - \$500/month)

- Daily data entry and bookkeeping
- Preparing full set of accounts – BS, P&L, TB, GL
- Maintaining proper accounting records in accordance with FRS
- Bank reconciliation
- Preparation of balance sheet reconciliation and schedules
- Fixed asset schedules, lease schedules, accounting schedules
- Preparing annual financial statements
- Month end closing and preparation of monthly management accounts
- Recording manual journal entries such as depreciation or salary payable
- Customized chart of accounts

### Included in the accountant plan (\$600 - \$800/month)

- Handling and controlling AR, AP, GL function
- Adhoc tasks such as preparing cheques, banking in cheques
- Creating and sending sales invoices daily
- Following up on accounts receivables and trade debtors
- Sending statement of account to customers
- Monthly AR, AP tracking and aging report
- Creating payment vouchers
- Preparing payments in e-banking platform using digital token
- Supplier invoice processing, liaising and statement of account reconciliation
- Handling and monitoring supplier payments according to credit terms
- Quarterly GST F5 preparation and filing to IRAS
- GST reports and schedules

### Included in the CFO plan (From \$900/month)

- Preparing income tax computation
- Attending to IRAS queries, if any
- Preparing tax reports and schedules for management
- Filing of corporate tax form C/C-S and Estimated Chargeable Income (ECI)
- Audit liaising and coordinating with your external auditors
- Project listing maintenance and tracking
- Segment and business units accounting
- Preparing group books and consolidation accounting
- Financial analytics such as margins, cash cycle or custom KPIs
- CA (Singapore) involvement and review



## **FAQ**

### **Q: Can you come over to my office to key in my accounting software, which is installed in my computer?**

A: No. We work offsite. We use QuickBooks or Xero, which is a cloud accounting software you can access anywhere. If you already have an accounting software, we recommend you migrate the data to cloud accounting software.

### **Q: What is outsourced accounting?**

A: We will maintain all of your documents in softcopy and work remotely on your accounts. It is similar to having your accounting staff working from home.

### **Q: Who will do the data entry?**

A: We will do the classification and data entry while you provide us with the documents.

### **Q: Why should I outsource?**

A: Question is, do you need a full-time accounts/administration staff? You can save on employer CPF, employment benefits, and still ensure results will be delivered.

### **Q: How will you handle hardcopy documents?**

A: We can collect the hardcopy documents from your office at a separate charge (S\$50/trip).

Alternatively, you can mail over the documents to our office address at 10 Ubi Crescent, #04-100 Ubi Techpark, Singapore 408564.

Or you can scan over the documents to us at [accounts@tianlong.com.sg](mailto:accounts@tianlong.com.sg) or a dedicated email assigned to your company.

### **Q: What does daily bookkeeping mean?**

A: Daily bookkeeping means having a remote staff working daily on your accounts. We create invoices, reconcile transactions, data entry work on a 5-day week basis.

You can call or email us on a daily basis for tasks to be done.



## **FAQ**

### **Q: Do you offer quarterly or annual bookkeeping?**

A: Yes. Fees starts at \$600 per quarter or \$1,200 per year for data entry, sorting invoices and cleaning your accounts.

### **Q: Will you help me call my customers and follow up with payment?**

A: Yes we do. We can make the call on a daily/weekly basis on your behalf, depending on your instructions. We can send follow up emails to your outstanding debtors as well.

Note we are not a debt recovery company, hence our calls will only be of a follow up in nature. We will not physically go down to your customer's address to demand for payment.

### **Q: Can you pick up calls or reply email from my customers and answer any questions they may have?**

A: Yes we can do that. However, for us do the job properly, we will need training and materials from you.

You may also choose to create an email address for us, for example [accounts@yourcompany.com](mailto:accounts@yourcompany.com) (additional S\$100/month if we use your email) or we can use our email [accounts@tianlong.com.sg](mailto:accounts@tianlong.com.sg) to liaise with your customers.

### **Q: Do you offer HR, corporate secretary and tax preparation and filing as well?**

A: Yes we do. Full HR and payroll services is at \$30/employee/month.

Corporate secretary services start at \$350 per year.

For tax preparation and filing, fees start at \$600 per year, depending on the complexity.

If you choose the CFO package above, corporate secretary, tax preparation and filing is included.

### **Q: What is the one-month trial as advertised on your website?**

A: We will work on your books without any upfront payment from you. If at the end of the month, you are satisfied with our services and would like to continue, you can start making payments to us.



## **FAQ**

### **Q: What is CA (Singapore) involvement in the CFO package?**

A: The CA (Singapore) designation is a mark of excellence and distinction that signifies a fully qualified accounting professional. She will review and liaise with you on your books.

### **Q: How do we communicate if I choose to outsource?**

A: You will have your dedicated point of contact account manager's WhatsApp and email. If you have any request or urgent task, you can directly contact your account manager.

Also, we are based in Singapore, so it is easier for communication.

### **Q: How does pricing works if I have more than one company?**

A: Prices above are per company basis. You will need to choose the CFO package for the parent company as it includes group accounting. Prices for subsidiaries onwards will be 50% off the fees above per company.

### **Q: My monthly bank statement has over 40 pages. What are the fees?**

A: We include unlimited transactions, and our fees are simply based only on the work scope above.



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**Contactus today!**