

# Accountor in brief



## FINANCIAL OUTSOURCING

- Accountor's consultants handle your bookkeeping, payroll administration, reconciliations and reporting
- Outsource specific functions, e.g. creditor or debtor
- Get expert assistance
- Transparent costs
- Back-up in connection with absence, e.g. sickness and leave
- More time to focus on your core business

## PAYROLL ADMINISTRATION

- Correct salary on time
- Accountor takes care of
  - data collection, bookkeeping, reconciliation and reporting
- Save time and resources
- Assistance from payroll experts
- Backup in connection with absence, e.g. sickness and leave
- Personal contact person
- Danish or Nordic solution

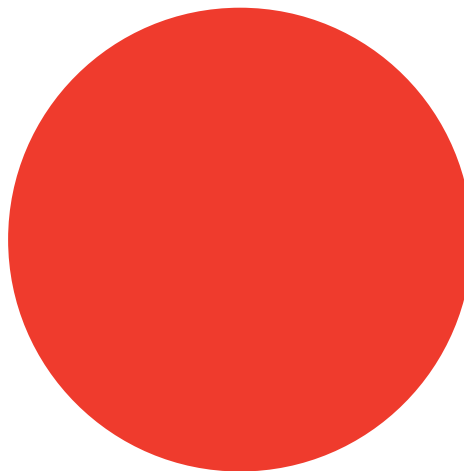
## ACCOUNTOR ONLINE - FINANCE SYSTEM & SERVICE

- Combination of personal accounting services and modern software technology
- Reduce your working hours by 50%
- Accountor's consultants handle your sales, purchase and travel invoices, accounting and reporting - all digitally
- Personal contact person
- Online access to financial key figures
- Payment per voucher

## HR SERVICES

- Outsourcing of HR function
  - Complete or partial
- Interim HR employees
  - All profiles for hire, from HR coordinator to HR partner
- HR legal assistance
- Individual HR services, including
  - Employee Handbook
  - Employee development discussions
  - Working environment
  - Employee surveys
  - Optimizing of HR processes

■ 100% Commitment



## FINANCIAL STAFF FOR HIRE

- Get temporary assistance in your finance department
- Financial profiles at all levels - from bookkeepers to finance managers
- Consultants are employed by Accountor and all have financial expertise
- Fixed term contracts
  - easy to prolong or terminate
- We offer part-time or full-time assistance
- Back-up in connection with absence, e.g. sickness and leave

## RECRUITMENT OF FINANCIAL STAFF

- All profiles - bookkeepers, payroll consultants, controllers, accounting managers and CFOs
- Large candidate database - more than 6,000 active candidates
- Accountor are experts in finding the right candidate for the job
- Personality- and financial tests
- Full recruitment process
  - Search & Selection
- Fixed fee and guarantee

## ADVISORY

- Establishment of business activities in Denmark
- Consultancy in connection with establishment, taxation, contracts etc.
- Financial planning - e.g. hire a part-time CFO
- Well-functioning financial department from day one
- After establishment in Denmark, customers can e.g. hire financial staff or outsource finance and accounting functions to Accountor

## CONTACT ACCOUNTOR

**Accountor Denmark A/S**  
Herlev Hovedgade 195  
DK-2730 Herlev  
Phone: +45 44 34 50 00

**Accountor**  
Haslegårdsvej 10  
DK-8210 Aarhus V  
Phone: +45 25 45 45 45