

**SINTEMA**

Integrated administrative services



**OUTSOURCING**

Advanced services for all administrative requirements: elaboration of accounting and payroll, reporting, drawing up financial statements, fiscal and corporate fulfillments, tax, legal and labour consultancy,

# SERVICES FOR THE ADMINISTRATIVE AND PERSONNEL AREAS

Ensure control and consistency of data and information managed through integrated processes in which each activity is entrusted to experts having specific competences, coordinated by a single supervisor

Systematically perform administrative tasks of control and reporting

Enable the client remote access and direct control over data and documents

Integrate accounting software with other applications to satisfy particular management and control requisites

Reduce the use of hard copy documents by means of a digital archiving system

Make available specialized consultancy on particular aspects of tax, corporate, legal and labour areas

Provide the company with qualified personnel to carry out extraordinary or temporary work

We can now devote ourselves to producing income and developing our business because Sintema, through its organization, can satisfy all our needs in the administrative and personnel areas, thanks to its competence and timeliness.

## About Sintema

Sintema provides outsourcing services for the administrative and personnel areas. It is part of PKF International Association, present in 120 countries with over 400 offices and around 13,500 partners and staff.

Sintema's mission is to offer quality and high value-added services by using innovative tools and methodologies to secure effective results at reasonable costs.

The company is linked to two other entities: PKF Consulting, which operates in the areas of strategic, financial and organizational consultancy and Studio Tributario e Societario - STS, which provides tax, corporate and legal consultancy.

PKF Italia Spa works autonomously and independently in Italy, exclusively performing auditing and is registered on the special CONSOB role.

## Integrated services in the administrative and accounting areas

We are organized to cover all the administrative work cycle: the analysis and input of accounting data, administrative control, reporting, preparation of company as well as group consolidated financial statements, in accordance with civil and international accounting principles, tax and corporate fulfillments. Each activity is undertaken by a team of accounting experts and professionals on the basis of the clients actual necessities. We have a task force of strongly motivated expert accountants capable of liaising with client company managements. Furthermore, we utilize highly advanced software platforms that allow our clients' remote access and an electronic management of documents that notably reduces problems connected to their archiving and consultation of them.



### Personnel Management

Sintema HR can guarantee a complete management of the payroll as well as social security, fiscal and legal fulfillments by means of a fully-dedicated team. Furthermore, Sintema HR's labour consultants are able to supply all types of technical advice regarding labour laws, individual and/or collective disputes and contractual renewals.

For more demanding clients, we provide a software platform that allows them to connect online, enter the information through guided data entry processes and to access all information and documents needed to analyze, produce accounting data, view documents and receive updates on new legislation. In addition, through the International PKF network and its business partner ECA, Sintema HR can make available such local specialized assistance that is necessary for International groups when they transfer their management and personnel to foreign destinations.

### Fiscal and Corporate Services

The preparation process of the financial statements for corporate and fiscal purposes and periodical fulfillments regarding the formalization of depositing of the financial statements and tax returns is handled by professionals at Studio Tributario e Societario ("STS") that, together with Sintema, belongs to the PKF network. Being registered on the professional roles, they are available, on-demand, to intervene and offer advice concerning specific fiscal/tax problems, tax disputes, International tax laws and aspects of a legal nature (contracts, credit recovery, joint ventures, etc.). Moreover, the corporate secretarial department at STS offers assistance for every facet regarding incorporations, transformations and liquidation of companies, updating of the legal books, deposit of financial statements and the preparation and formalization of every type of corporate deed. Tax advice abroad is guaranteed by means of the closely linked network of PKF offices throughout the world.

### Organization of services

Services in the administrative area have been systematized by Sintema following a logic of integrated processes in order to carry out the various accounting and payroll elaboration activities, periodical fiscal fulfillments, reporting for the Head Office and the drawing up of financial statements in a coordinate and sequential order. The innovative management system of administrative processes, developed by PKF, is based on the digital transformation of documents and on the client's efficient on-line use.

### Human resources and competences

Our personnel is distinguished for its very low staff turnover and its high level of experience. The autonomy deriving from this latter allows our accounting experts to carry out, other than the entry and elaboration of data, also strict control through reconciliations, analyses and reconstruction of accounts, book-keeping inspections, etc. All staff activity is coordinated and controlled by professionals registered on the special roles. Both the professionals and the specialized personnel are able to liaise in English when reporting directly to the management of client companies or to the groups they belong to, regarding all aspects of accounting and administrative work. In addition, Sintema's consultants can intervene to carry out the typical control tasks such as the development of budgets, periodical examination of the accounts, of capital flows and financial positions.

### Our clients

Our clients are generally small to medium-sized, represented by controlled Italian subsidiaries of multinational groups. Complementary to the accounting, we are requested to draw up monthly or quarterly management reports and special work of control and/or reconciliation between different accounting systems (local as well as those managed according to other international principles).



we were unable to organize an efficient, streamlined and inexpensive internal administrative structure. Sintema represents a skilled partner for us that ensures resourceful services and provides immediate and competent responses in matters related to corporate, tax and labour regulations.



As an additional evolution to the logic of this international scenario, we also supply accounting analyses and imputation on SAP and Microsoft systems that are installed at the European head offices of the parent companies, through direct link with our offices.

Among our key clients, we have important companies with international brands operating in the retail business to which we supply centralised on-line accounting and administrative management of the entire network of their sales points on national territory.



**PKF**

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