



Navkar Consultancy Services - UK

We believe in the best



Overview of NCS

NCS is an Accounting Firm providing a range of accounting and related services to the UK Corporate and Financial Services Firms. With Office in UK, it's a Firms committed to provide excellent and timely services to the clients with complete accountability and dedication. NCS is an initiative of Navkar Institute, a leading educational institute for Chartered Accountants and CPAs. It enjoys its high reputation due to its network of 40,000+ students and 5000+ Chartered Accountants/CPAs. It has 70,000+ square feet infrastructure embedded with all required amenities in the heart of Ahmedabad city which is considered as one of the upcoming financial hub of India.

Our Aim

Our Aim has always been to understand what is most important to the client, to help them look for ways, to create sustainable value addition and satisfaction in a truly professional environment.

Our Mission

It is our earnest endeavor to apply best business practices, quickly implement innovations, put insight into action, provide perspectives on value creation, create and develop truly congenial human resources by providing the most conducive environment.

Our Brand Promise

Value

Going beyond business and foster a long-lasting mutually beneficial relationship with the clients.

Trust

Maintaining high standards of ethics and integrity is the cornerstone at NCS. High Moral Values in all the dealings and respecting the confidentiality of the clients is the base on which the business relations are expected to be built and developed.

Clarity

NCS works with the clarity of goal that all its actions should eventually benefit the customer.

Our Core Team



Urvish Shah CA, PhD
Director

Urvish is a Chartered Accountant by profession and has done his doctorate in foreign exchange. He has served numerous high-profile clients with great efficiency and success over the years. He is also an advisor to various government departments on financial and economic affairs. He is responsible for ensuring reliability, confidentiality and high quality services for the clients at NCS.



Rahul Shah CA, CMA
President

Rahul is a highly successful Chartered Accountant (Rank Holder) and an illustrious Cost Accountant with a rich experience of 25 years. He has been working as CFO in numerous listed Companies in India and has worked as Finance and IT Head in Tanzania as well. His core proficiencies and expertise are in the areas of Finance, Accounts, Compliances and Taxation. Apart from these niche domains, he has experience in handling of Initial Public Offer (IPO).



Maulik Patel CA
Vice President

Maulik is a Chartered Accountant from India with a Masters Degree in Commerce. He has an experience of many years in management and administration of finance and marketing departments at NCS. What makes him unique and invaluable for NCS is the amazing blend of business as well as technical skills.



Tejas Gandhi CA, CPA
Chief Operating Officer

Tejas is a Chartered Accountant and Certified Practicing Accountant (Australia); has over 12 years of diversified experience in Data Analysis, Accounting, Taxation, Management Reporting and Finance. He has highly developed analytical, technical and problem solving skills. His unique trait lies in his ability to work independently or within a team set-up with same intensity and motivation. He possesses excellent time management and incredible adaptability.



Mohit Sheth CA
Senior Operating Manager

Mohit is a Chartered Accountant from India with a Bachelor Degree in Commerce with strong accounting fundamentals. His core area of expertise is managing and handling taxation and related issues for Australian firms. He possesses a rich experience in almost all the areas needed to assist the Australian Accounting firms. He handles every aspect from book-keeping to tax planning with equal ease and efficiency.



Yash Thaker
Operation Manager

Yash is a Commerce Graduate and Chartered Accountant having experience of more than five years in Bookkeeping and finalization. He has experience of UK & Australian Accounts having expertise of software being used for Bookkeeping and finalization. His diversified experience will be added advantage for NCS for its UK & Australian clients.



CA CMA Hitesh Shah Managing Director NCS

Hi friends...

Navkar Consultancy Services (NCS) is an initiative of the Navkar Group. Established in 1997, Navkar institute is one of the premier academic institutions of India involved in teaching and research in the fields of Accountancy, Finance, Taxation and related disciplines. It prepares and trains the candidates for the examinations conducted by The Institute of Chartered Accountants of India (ICAI), The Institute of Company Secretaries of India (ICSI), The Institute of Cost & Management Accountants of India (ICMAI), and Certified Practicing Accountant (CPA).

With a glorious history of almost 20 years, our institute has assisted 5000+ students to become qualified Chartered Accountants, Company Secretaries and Cost Accountants with many of them getting Ranks at all India Level. Navkar Institute boasts of coaching and training an astonishing 40,000+ students till date with around 100 highly qualified and dedicated faculty members most of whom are professionals and industry experts. The institute possesses buildings and offices 70,000+ square feet with the latest infrastructure and ultra-modern audio-video teaching aids.

Navkar Consultancy Services (NCS) has been set up to provide skilled Chartered Accountants & Book-keepers to CPA firms in USA, Australia and other countries. We are a team of high caliber professionals intending to offer a range of Bookkeeping, Taxation & Compliances, Self Managed Superannuation Fund & Other admin tasks to the clients at competitive prices. The ultimate and eventual aim is to become a ***natural extension of the clients' team*** providing them with unflinching support at every stage of their business in every possible manner. The mission is to provide complete, reliable and high-quality services to the clients ***so that they can focus on their core competencies.***

In the context of the winning combination we possess, we invite and welcome you to work with us and build a marvelous partnership which would prove highly rewarding and mutually beneficial.

I reaffirm our commitment to exceed your expectations and completely delight you with our high-class services.

Thanks for showing interest in NCS.



The NCS Advantages

Understand Client Needs - At NCS we understand our client's business needs and help them manage their business resources more efficiently.

Staffing Flexibility - Team at NCS is highly qualified in the fields of Bookkeeping, Taxation & Compliances, Self Managed Superannuation Fund & Other admin tasks assigned along with experience within the outsourcing environment. This experience gives us the ability to understand client's needs better and enables us to achieve higher client satisfaction.

Better Risk Management – NCS will allow you to share any associated risks to reduce your burden. For example - by outsourcing to NCS you reduce the risk involved in having the same task done in-house by staff that may not be as competent in that field.

Focus on core activities - Workload increases with additional non-core functions and the quality of your core activities suffers as your business grows. Outsourcing in such scenario to a third party plays an important role by allowing your key resources to focus on primary business tasks.

Cut costs and save BIG! - All the benefits listed above come with the bonus benefit of lower costs and big savings! You are getting access to quality services that are offered at a much Lower costs (You can save more than 50% costs)! Maintaining an infrastructure can be an extra burden for some businesses, which outsourcing can remove.

Give your business a competitive edge - The ultimate benefit of outsourcing is that it helps your organization gain a competitive edge in the market. Through strategic outsourcing to NCS, you are not only providing your customers with best-of breed services, but increasing your productivity while managing your in-house resources intelligently. Outsourcing can help you surpass competitors who have not yet realized the benefits of outsourcing. NCS aims to provide outsource services for small to large size enterprises. Any business with any size which has process driven tasks can use outsourcing.



Training & Infrastructure

Training

- ✓ NCS provides in-depth training covering all aspects of operations with high emphasis on the quality of work provided with value added inputs and turnaround times.
- ✓ The structured training programs, conducted periodically by in-house faculties, keep the employees abreast with the emerging trends. Their continuous evaluation helps the firm to design future training program.

Infrastructure

- ✓ The knowledge processing center is spread over 100,000 sq. ft in a prime business hub. It is a vital place equipped with all required facilities and support utilities.
- ✓ The workstations are configured as per client's requirements. The entire network is protected by enterprise wide antivirus system. The staff has restricted access to internet. There are provisions to ensure uninterrupted network and power access to the workstations.
- ✓ NCS is connected to the internet on fiber optic lines. A dedicated fiber optic ring ensures various redundancy paths to and from the ISP.
- ✓ Latest communication systems including VOIP phones, video and audio conference devices are installed for smooth interaction with our foreign clients.
- ✓ Training rooms are equipped with multimedia projection systems, net conference facilities and workstations connected to the network for online training.



Security Measures

- ✓ Employees are allowed to enter the work area exclusively through biometric verification and access card.
- ✓ Cellular phones, Bags and Personal Articles are prohibited in work area.
- ✓ The entire work area and systems are under CCTV surveillance.
- ✓ All the work facilities are guarded by security guards deployed outside the work facilities at all times.
- ✓ USB ports are disabled at workstations and do not have external drives.
- ✓ Accessing the personal email accounts is strictly forbidden.
- ✓ Use of internet is restricted to work related sites only.
- ✓ IP authentication ensures business sites of the firm are available to authorized parties.



Bookkeeping Services

NCS offers end to end solutions to our accounting partners, from bookkeeping requirements to generating management accounts and reporting. We can help you with VAT and year end finalization.

Bookkeeping operations are becoming increasingly difficult considering their high administrative expenses. Outsourcing bookkeeping not only saves client's money but also gives him more time to invest in his core business activities.

NCS is having a team of Chartered Accountants and CPAs to look after bookkeeping. All the work done is again reviewed by qualified ACCA and ensures that end client is happy with the services NCS provides. NCS has software acquaintance of all the Software being used by CPAs and Bookkeepers. NCS has extensive experience of Data Migration to switch from Desktop software to Cloud Software. This helps client mitigating with day to day hassles of their workloads.

Accounting and bookkeeping services comprise of :

- ✓ Invoice generation services
- ✓ Generating accounts receivable reports
- ✓ Trial balances and P&L accounts services
- ✓ Data analysis and MIS reporting
- ✓ Reconciliations of books
- ✓ Tracking accounts receivables services
- ✓ Tracking accounts payable services
- ✓ General ledger maintenance services
- ✓ Consolidation of accounting statements





Payroll Processing Services

At NCS, we provide proficient high quality payroll processing services. Our services include but not limited to end-to-end payroll accounting, tax administration and reporting services. Take advantage of our expertise and lighten routine administrative tasks by partnering with us. Reduce costs and increase profits – outsourcing payroll services to NCS will reduce operating costs up to 50%.

NCS comprises of team of professionals who can actually deliver certain services which can be of exclusive help to end clients of CPAs. One of these services is Payroll Processing. NCS provides timely and cost effective Payroll Process Services. An NCS payroll service is end-to-end solutions for mid sized and large organization which has more than five employees. Our service starts with payroll setup in the system and end with pay-checks.

NCS provides clients with excellent payroll administration services and payroll report management which helps them simplify their payroll department. NCS can serve the clients as a committed payroll management partner.

Accounts payable services comprise of :

- ✓ Weekly/monthly payroll
- ✓ Statutory deductions
- ✓ Customized payroll reports
- ✓ RTI submission and statutory compliance
- ✓ Filling of PAYE and NIC with HMRC





Year End Accounts Preparation Services

Your annual accounts also called as 'statutory accounts' are required to be prepared every year are becoming increasingly difficult considering their high administrative and clerical work. At times it becomes difficult to meet deadlines due to high volume of work. To cope up with the high volume of work and manage it well in time, best option is to outsource such services. Outsourcing Year end Accounts Preparation not only saves client's money but also gives him more time to invest in his core business activities.

NCS is having a team of CA, ACCA and CPAs to look after Year End Accounts. All the work done is again reviewed by qualified ACCA and ensures that end client is happy with the services NCS provides. NCS has software acquaintance of all the Software being used by ACCA and Bookkeepers.

NCS will prepare all your Year End Accounts for:

- ✓ To send it to Share holders
- ✓ Companies House
- ✓ To present Company's general meetings
- ✓ HMRC as a part of company Tax Return

Year End Accounts Preparation Services Includes:

- ✓ Balance Sheet
- ✓ Notes to the Accounts
- ✓ Tax Returns
- ✓ Profit and Loss Accounts
- ✓ Director's Report

Accounting Standard we use to prepare Final Accounts:

- ✓ International Financial Reporting Standards (IFRS)
- ✓ New UK Generally Accepted Accounting Practice (New UK GAAP)





Tax Returns Services

For Tax Practice firms and Accountants it is really challenging to manage clients, advise them on time to time and also do tax preparations and processing; at NCS we help Tax Practice firms and Accountants to prepare and process Tax well in time. This saves substantial time and money of Tax Practice firms and Accountants. Apart from this they can concentrate on the business strategies and other business development activities. NCS will take care of all your hassles of taxation and you need not take any pain. NCS assures personalized services.

NCS requires source documents through shared folders, emails or RDP and NCS team will review data and start processing returns in tax software. NCS will review and send inform you through mail; you just have to look at it once and send to client; once reviewed by the client NCS will send final returns.

Our Tax Returns Includes:

- ✓ Individuals Self Assessment returns
- ✓ Taxation of Property Income
- ✓ IR35
- ✓ Corporate Tax Self Assessment
- ✓ Capital Gain Tax Planning
- ✓ Construction Industry Schemes (CIS)

Our Tax Preparation Services Includes:

- ✓ Tax Accounting
- ✓ Tax Returns
- ✓ Retirement and Succession Planning
- ✓ Stamp Duty
- ✓ Tax Advice
- ✓ Tax Planning
- ✓ VAT Planning
- ✓ Company Car Analysis





Secretarial Services

I. Value Added Tax :

VAT Accounting Services can prove essential for the smooth running of your business and to ensure you comply with any statutory requirements. NCS will help to work for all your VAT Accounting services in very competitive rates.

VAT is commonly viewed as a complex area for Accountant because it's involving high volume reconciliation of Sales and Purchase, especially by those who feel it has been imposed on them. Not only can we provide VAT Accounting Services to ease the burden of VAT reporting, but we can also identify areas in which VAT registration may be of financial benefit to your clients.

Our VAT Accounting Services Includes:

- ✓ VAT Accounting
- ✓ VAT Advice
- ✓ VAT Registration
- ✓ VAT Returns Services

II. Pay As You Earn (PAYE):

At NCS, we offer specialized Payroll Services for your UK based clients. We are expertise in the industry; we have managed to cater to clients of all sizes from sole traders to multinationals across UK.

Keeping in mind the tax structures and the payroll policies, we partner with you to handle not just payroll, but also all the subsidiary services associated with it like producing pay slips, filing returns, keeping records etc. All you need to do is forward your raw data, and leave the rest to us.

Our PAYE Services Includes:

- ✓ Generation of pay slips
- ✓ Administration of PAYE, NI, Statutory Sick Pay and Statutory Maternity Pay
- ✓ Completion of statutory forms (including year end returns)
- ✓ Summaries and analysis of staff costs
- ✓ Administration of Incentive Schemes, Bonuses and ex-gratia termination payments





Contact Information



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