

# Services Menu



Cole School Experts are pleased to offer an array of fine services to cater for your business needs. Our services are expertly prepared by our knowledgeable and experienced staff who pride themselves in achieving excellent results.

Please peruse our menu and feel free to speak with us about any questions you may have. Enjoy!

## Starters



### **Debtor Management and Accounts Receivable**

Cole staff can collect your Family Debts on your behalf, acting as the School. Why not 'spice things up' with a side dish of a tuition fee management software.



### **Debt Collection**

Platinum Collection Agency understands Schools and their ethos. We listen, communicate and are proactive. If all else fails we can dish them up a sour taste of the law! If we don't collect, you don't pay! Out 'saucing' your collection of fees is simply... Smart Business!



### **Creditors Management and Accounts Payable**

Cole staff can manage your Accounts Payable function remotely, as a Virtual Finance Officer either fulltime or when staff are on leave. We can also develop your accounts payable system, setting up paperless purchase orders and approvals, incorporating budgets, account coding, electronic reading of invoices and 'feeding' directly to the General Ledger (software permitting). Liberate your staff, let the software do the work, making your Creditor Management process so much easier to digest!

## Mains



### **Virtual Bursar Services**

Cole can manage some or all your Financial Services Virtually. Our Virtual Bursars are Virtually Liberating!



### **Payroll Services and Outsourcing**

Cole Payroll Experts can manage your payroll fulltime or when your staff are on leave. Our Experts are 'hand-picked' for their understanding of the complexities of School payroll. Transparency, confidentiality and the use of your software, is really 'palatable'.



### **Project and Strategy Management**

Cole Project Managers are School experts who can help you re-engineer and transform your Business. A recipe for success!



### **Financial Reporting Consultation**

Cole can assist with the preparation of your financial reports, whoever the stakeholder is, whether it is periodic management accounts, board financial reports, annual financial statements or statutory Government reports.

## Desserts



### **Locum Services**

Staff on leave, or finding it difficult to replace a key position is always hard to chew. Cole can manage any of your Financial roles including Bursar / Business Manager.



### **Paperless and Workflow Management**

Are you brave enough to try a paperless office? Cole can introduce Processes & Efficiencies that will enable your School Software to manage the workflow. No Paper!



### **Software Management, Implementation & Training**

Cole are strategic partners with the major School Software Houses. Not only do we have the software expertise, but we are Accountants as well. Just the right combination of flavours!