



# OUTSOURCEHUB

**Finance**  
**Payroll**  
**Human Resources**



We grow businesses

## Providing comprehensive outsourced business solutions.

You have your business strategy firmly in place which is generating superior return on investment and a sustainable competitive advantage for your organisation. But what is your functional strategy? Functional strategic success ensures direction and scope of an organisation over the long term which achieves advantage in an ever changing environment through configuration of resources and competences.

At Outsource Hub we aim to grow businesses that are profitable and sustainable. We recruit only the best and most skilled experts to ensure we maximise the value we offer our clients in their finance, payroll and human resources functions. Organisations can benefit through timely access to advice and insights without having to recruit highly trained and experienced full-time staff or carrying the ongoing cost of mid-senior level employees. We have a passion for client service and aim to build long-term relationships with our clients through delivering reliable, comprehensive outsourced business solutions that can accurately inform business strategy.

### OUR PURPOSE IS SIMPLE

“ We assist business owners to become more efficient and excel in their functional business strategy application. ”

FINANCE

PAYROLL

HUMAN RESOURCES

# Finance

ACCOUNTING

TAX

ADVISORY

**Our team of experts will ensure financial and statutory compliance through customised, professional and proven financial solutions.**

Improve your efficiencies and free up your time by outsourcing your financial administrative and legislative financial duties to Outsource Hub. We will provide timely and insightful reporting to aid you in strategic decision-making while you steer your business in the right direction.

## FINANCIAL SERVICES:

- A dedicated professional accountant
- Monthly processing and reconciliations
- Monthly management accounts
- Statutory returns and registration
- Withholding tax returns
- Provisional tax returns
- Tax clearance
- Debtor and creditor reconciliation
- Annual financial statements
- Budgeting
- Auditing
- Secretarial services
- Business valuations

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Wearprotech wish to express our sincere gratitude towards DDP Outsource who took over our Financial Affairs in November 2016 DDP rectified the bad state of affairs in record time. Excellence and professional handling of every situation big or small gave us peace of mind that our business was back on track.

– Sandra Terblancé (General Manager)

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FINANCE

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# Payroll

ACCOUNTING

TAX

ADVISORY

**Mitigate the risk of payroll miscalculations, audits and costly penalties by outsourcing the complicated realm of government tax and payroll regulations to Outsource Hub.**

Our payroll professionals and cloud-based access to software ensures on-time delivery and compliance at all times. Our payroll professionals specialise in the complexities of tax regulations, governmental compliance and payroll management. Service, security and expert advice packaged in a uniquely customised solution for your organisation.

## PAYROLL SERVICES:

- Salary structuring
- Monthly payroll processing
- EMP201 preparation and submission
- Monthly declaration to Department of Labour (UI19)
- IRP5 Reconciliations and submissions
- Compensation commission returns
- Electronic payslips

“Professional, proactive and always with the client in mind.” - Phindie Riba

FINANCE

PAYROLL

HUMAN RESOURCES

# Human Resources

EMPLOYEE RELATIONS

HR DOCUMENTS

INDUSTRIAL RELATIONS

**Outsourcing your human resource functions to Outsource Hub will minimize your risk and ensure you remain up to date with the ever-changing regulations that affect the workplace.**

Whether you require assistance with recruitment, the administration of health benefits plans and retirement plans, workers' compensation insurance or legal expertise around labour practices, we have an Outsource Hub service expert and services to suit your needs.

## HUMAN RESOURCE SERVICES:

- Company policies and procedures
- Employment contracts
- Job descriptions and KPI
- Statutory requirements (EEA and WSP)
- Training and development
- Mediation
- Conducting and Chairing disciplinary hearings
- CCMA support
- BEE support and strategy

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“The transition from our previous provider was effortless due to the outstanding support and regular communication from Outsource Hub throughout the process. In terms of service, efficiency and professionalism we have no hesitation in recommending them as a service provider.”

– Enoch Silcock (Team Leader, ZF Comercial Vehicle Distribution South Africa (Pty) Ltd)

FINANCE

PAYROLL

HUMAN RESOURCES

# Why outsource?

Remain competitive and utilise your organisation's resources on driving its core competencies while Outsource Hub takes care of your functional challenges and strategies. Outsourcing will not only free you up to focus on creating a competitive advantage, you will also benefit in the following ways:

- Expand your effective workforce and increase your organizational capacity with access to extensive resources in all aspects of functional business management
- Avoid the financial and administrative burden associated with employing full-time staff
- Address and accommodate the needs and development phase of your organisation through customised services
- Access and gain from a team of carefully selected professionals will offer you assurance, statutory guidance and a strategic perspective in their respective specialisation fields
- Have the flexibility of expert resources only for the duration of an important contract or whatever suits your budget
- Benefit through improved efficiencies with professionals applying their experience faster and more output driven than full-time staff.

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