

Supporting your financial management



Holy Brook
Associates

Strategic and operational financial management services

Holy Brook Associates offers an extensive range of off the shelf and bespoke financial management services to empower you to drive your organisation forward with our support and expertise. We particularly love working with small businesses, start ups and charities.

We can work with you on either on an individual project or on an ongoing basis providing support ranging from accounts admin through to virtual Finance Director.

This brochure provides a taster of the range of services we offer but we know that each organisation is different and many of our clients prefer bespoke packages of support.

Contact our Coordinating Director, Rachel Eden, to find out how we can help you: rachel.eden@holymountain-associates.co.uk



Holy Brook
Associates

What our clients say

*Nicky was reassuring, professional and certainly knew what she was telling me was correct. Basically ready to take charge of my business needs... sorted out everything with no fuss. **This gives me all the time I need to do what I do, with the knowledge everything is in her capable hands.** Her services are highly rated by myself, and financially bang on!*

Nick Wright Director E.L.P. Electrical Services

*Feeling like we had unblocked the path ahead: **Holy Brook Associates' expertise helped us stay successful during a period of complex change and take practical steps to adapt our organisation to face future challenges.***

Penny Wenham, Reading Fringe Festival



*I found the session very useful in helping me understand how to manage our Association accounts. It was useful to have training **personal to our Association.***

Kimberly Tippet, Chair Norcot Community Association

*Rachel [Director of Holy Brook Associates] **brings a dynamism to her work, which is evident in the dedication she has in each project she is involved in.** She is a gifted enabler, facilitator and trainer. Highly recommend her and her skills.*

Lorraine Briffit, CEO the Mustard Tree Foundation

Financial Coaching

We believe that everyone has the ability to understand finance and our financial coaching will empower you to feel confident in owning, managing and discussing your numbers.

Our one to one coaching process starts by understanding your goals and objectives using an online form and involves two face to face session to give you training and support in planning to reach your goals.

Examples of topics that we can cover:

- How to put together an effective budget that aligns with your objectives
- What's a profit and loss and a balance sheet?
- Effective cash flow management
- Putting in place good financial housekeeping
- What Key Performance Indicators will work for my organisation
- Taking your financial management skills to the next level



2 hours +



Face to face

- Define your goals and objectives
- Initial consultation where your coach will give you training and support in how to plan to reach your goals
- Follow up and summary of actions you will take to achieve your goal
- Second consultation to identify what has worked and what can be improved to refine your result
- Feedback and aftercare

Holy Brook
Associates

Project Financial Support

We can work with you for on a specific project to support you at a key time in your organisation's development. This might include:

- Strategic plan for investment – you may need support in turning your organisation's goals into a realistic, measurable financial plan both to attract investment or for sustainable growth
- Growth management- advising on managing growth in line with your strategic objectives and providing recommendations on cash flow management and funding requirement.
- Financial performance management – implementing insightful reporting to measure performance against your financial plan and recommending actions
- Processes and systems - reviewing your existing financial operations from book-keeping to management reporting, assessing adequacy and helping to implement change

- Initial kick off session to understand your requirements and scope the amount of time needed
- Your Associate works with you on your one off or on an ongoing basis
- Regular meetings and calls as the work progresses alongside remote work
- Sign off by client as work is completed
- Feedback and aftercare



From 2 hours-several weeks



Either client based or remote

Holy Brook
Associates

Virtual Finance Director

We can provide a Virtual Finance Director ('FD') to manage your finance strategy and operations and work with you as a partner. This may include:

- Strategic planning - translating your organisation's goals into a realistic, measurable financial plan both to attract investment or for sustainable growth
- Growth management - advising on managing growth in line with your strategic objectives and providing recommendations on cash flow management and funding requirement
- Financial performance management - implementing insightful reporting to measure performance against your financial plan and recommending actions
- Processes and systems - reviewing your existing financial operations from book-keeping to management reporting, assessing adequacy and helping to implement change
- Strengthening and supporting your finance operations



Ongoing - 1+ day a month



Either client based or remote

- Initial discussion about your needs
- Potential match discussed and meeting to see whether this will be a positive partnership
- Kick off session to fully brief on your requirements and scope the amount of time needed
- Your FD works with you on an ongoing basis
- Regular client service sessions and review of types of services required

Holy Brook
Associates

Bookkeeping plus

We can support all aspects of bookkeeping whether you run a limited company or a charity. This will be tailored to your needs but may include:

- Support for your sales and purchase ledger
- VAT returns
- Payroll
- Administering card payment accounts
- Bank reconciliations
- Dealing with staff expenses
- Liasing with HMRC including the Construction Industry Scheme



Ad hoc or Ongoing



Remotely

- Initial discussion to identify your needs
- Potential match discussed and meeting to see whether this will be a positive partnership
- Kick off session to fully brief on your requirements, agree a process that works for you and scope the amount of time needed
- Your bookkeeper works with you on a project or ongoing basis
- Regular client service sessions and review of types of services required

Holy Brook
Associates

Accounts Admin Angel

If you find that your administration and accounts tasks are taking too much of your valuable time, we can help by allowing you to cost effectively outsource this work. This frees you up to do what you do best. This is flexible service, tailored to your requirements and can include:

- Record keeping
- Filing
- Credit control
- Making payments



Ad hoc or Ongoing



Remotely

- Initial discussion to identify how you'd like us to work, what will make your life easier and agree a timeframe
- As we work through your tasks, we contact you in an efficient way for you with any queries
- We suggest process improvements that will save us all time in the future
- We complete the task or continue to work with you on an ongoing basis
- Regular client service sessions

Holy Brook
Associates

Price list - 2017



Holy Brook
Associates

- Accounts Admin Angel: from £24 per hour
- Bookkeeping Plus: from £30 per hour
- Project financial management support: from £600 per day
- Virtual Finance Director: from £600 a day
- Financial coaching: from £200 for two 1 hour sessions and follow up
- Bundled and full service: POA, dependent on your specific needs

All prices + VAT

We are sometimes able to offer special packages for start ups and charities, please contact us for further information

Related services and contact

We can also support your strategic review process or away day and innovation.

We offer support services in marketing, communication and event management.

We offer training courses in financial management for small businesses and charities.

We share free resources and content with our clients and community – join up here: <http://ow.ly/F098309MsXR>

Contact details:

Rachel Eden, Coordinating Director
rachel.eden@holybrook-associates.co.uk

07914 211 828

www.holybrook-associates.co.uk twitter: [@holybrookltd](https://twitter.com/holybrookltd)



Holy Brook
Associates

