

The image features a large red triangle in the top-left corner and a dark blue triangle in the bottom-right corner. A row of pencils is positioned horizontally across the middle, with one red pencil standing taller than the others. The EFM logo is located in the top right, with the text 'ACCOUNTING SERVICES · TAX · TAX ADVISORY · AUDIT' below it.

**EFM**<sup>®</sup>  
ACCOUNTING SERVICES · TAX · TAX ADVISORY · AUDIT

# Accounting & Bookkeeping Services

Effective Financial management



E.F.M. offers reliable solutions with guaranteed certification of quality based on the European Standards used by our company.

## If you want to achieve

Dedicating your time to those operations that will lead to the development of your business and not exclusively to the accounting department.

Having a consultant and assistant at every step that provides innovative solutions based on its significant experience as well as in a broad range of various sectors of the market.

We wish to contribute in such way that your company would be one step ahead from the competition as we would help you to recognize the unique circumstances that exist every time at the market.

Having a number of references based on the continuously changing conditions of the global market, always in compliance with current tax legislation and all this at competitive fees only for the services received.

Η Ε.Φ.Μ. έχοντας πολυετή εμπειρία σε όλο το φάσμα της λογιστικής προσφέρει υπηρεσίες υψηλής προστιθέμενης αξίας, στελεχωμένη από τα πιο καταρτισμένα και έμπειρα στελέχη της αγοράς.

## **In more detail, the services we offer are:**

- Integrated accounting services for all categories of books, both at your business headquarters and at our offices.
- Organization and supervision of company accounting departments and Evaluation of their accounting systems
- Design, implementation and development of financial reports (MIS Reporting)
- Organization of warehouses
- Implementation of internal audit systems  
Implementation and adaptation of accounting plans, exclusively tailored to your needs
- Consolidated Balance Sheets, Financial Statements.
- Implementation and application of Costing systems
- Application of Analytical accounting and planning of Analytical Accounting.
- Preparation of production and costing books.
- Design of internal audit systems. Adaptation to International Accounting Standards (IAS & IFRS)
- Possibility of reorganization of accounting departments with the latest IT systems
- End-of-year Financial Statements
- Processing all transactions with the State (Tax Offices, Insurance Organizations, Prefecture and Chambers)
- Preparation of Budgets and Financial Statements
- Board of Directors and General Meeting minutes
- End-of-year work, Closing, Balance Sheet
- Publication and Submission to the competent Services
- Tax representative services and assistance in the preparation and submission of income statements.
- Secondment of E.F.M. staff of any rank to your Company to support the accounting department's operation.
- Possibility of using E.F.M. registered offices as your business's registered office for tax purposes
- Preparation of end-of-year financial statement and submission of relevant statements.