



CA MANAGEMENT SERVICES

MORE BUSINESS SUPPORT THAN YOU EXPECT...

**FROM A LEADING COMPUTER, FINANCIAL AND PERSONNEL
CONSULTANT**

Getting down to business with CA Management Services is how you achieve greater efficiency in your business. Our integrated range of services designed to help business reach new levels of efficiency is based on sound management practices, supported by technical expertise and practical know-how. Efficiency is improved because your administration systems are enhanced to fit the people who use them, your people are given the right training, and recruitment procedures take into account the systems in use in your business. Understanding this critical fit between people and systems is the reason why CA Management Services succeeds where other consultants fail - the things you need have all been thought about.

- ? A higher level of consulting from professionals with unique accounting and computing skills.
- ? Better qualified personnel selection through in-house testing and job-specific screening processes.
- ? Placement of fully trained temporary staff who have direct access to support from consultants.
- ? More personal one-on-one delivery of support and training to ensure personnel achieve comprehensive operating skills.
- ? More objective selection of computer software and hardware because of a thorough assessment of needs, performance and capabilities.
- ? More thought about your total needs, right down to stationery and computer system consumables.

PROFESSIONAL CONSULTANTS WITH UNIQUE SKILLS

Among the many business decisions you are called upon to make, selecting a consultant is one of the hardest. You know you need people who are capable of understanding your operation fully, and are prepared to work confidently with your team, leaving them with powerful knowledge which will translate into productive administration practices.

One significant difference CA Management Services will bring to your business derives from the fact that our consultants have business and accounting expertise and recognised computing skills. Your needs are assessed only by people who know both business and computers. Your systems are enhanced and implemented by highly specialised professionals who are able to safeguard against failures because they understand the pitfalls.

By working with our consultants, you will be using a very high level of experience indeed. You will be left in no doubt how to deal effectively with unexpected situations. The finest detail will not be overlooked. And you will have a relationship with a team of support professionals who are prepared to be with you every step of the way.

QUALIFIED PERSONNEL AND RECRUITMENT

Few business decisions are as challenging as choosing the people who will work in your organisation. To achieve maximum productivity, it is important that you have the best possible selection procedures at your disposal. Successful recruitment leads to successful long term relationships with people who are compatible with your company's goals.

The difficulty of the task is significantly reduced using CA Management Services staff recruitment professionals. A special computer testing facility ensures only those candidates who demonstrate the qualifications and aptitude to meet your requirements are recommended to you. This special process also ensures that any prospective recruit is familiar with your systems.

When our recruitment professional undertake a personnel search, you are using some of the best expertise available. A detailed analysis of your needs ensures your new permanent staff are fully trained on your system. Prospective recruits can be confidently screened on behalf of your organisation. Every small detail is covered, including four hours of free familiarisation provided to every successful candidate and a full replacement guarantee.

TEMPORARY SUPPORT FROM TRAINED PEOPLE

Business fluctuations often create the need for additional or replacement temporary personnel. Extra people may be needed for just one day or for several weeks. You need to know that any temporary staff you hire are immediately productive in your business.

Temporary staff from CA Management Services have one thing in common. They know how to use your office systems. They know because their knowledge in major accounting, administration and computer systems is assessed in our own offices before they are recommended for placement as temporary staff. In addition, every temporary placement has direct access to our consultants for support at no charge to you.

With temporary staff from CA Management Services, your business operates at maximum efficiency during times of heavy demand, or when staff are on leave or sick. You pay only an hourly rate while we take care of all on-costs such as superannuation, payroll tax, workers compensation and annual leave.

PERSONAL DELIVERY OF SUPPORT AND TRAINING

The quality and access of training and support available to your people is a most crucial aspect of business efficiency. Experience has often demonstrated that poor instruction can lead to incalculable disasters. On the other hand, the right delivery of the right information turns your administration into a vital business asset.

Workshops, seminars and one-to-one training programs from CA Management Services is how you ensure your people have the proper resources to achieve greater productivity. Support and training delivered directly to the people in your organisation who actually do the work. Wide experience in many different business and computer environments, and the recognition that people have different skill levels and understanding of technology, means the time spent by our consultants is more productive.

You can rely on CA Management Services for total support of your system - from conversion of manual to computer systems, through to installing and maintaining all components. While the training of your people is part of it, we've also thought to take care of your needs for computer stationery, printer consumables and magnetic media. Plus you have direct access to answers from our help desk and phone support.

OBJECTIVE ASSESSMENTS OF COMPUTER SOFTWARE

A difficult yet significant task facing management today is one of assessing the value of computer software programs to improve business performance. Most companies lack the resources to properly assess their requirements internally. International competitiveness and the rate at which technology is emerging, demands that products from worldwide sources are constantly evaluated.

Remaining objective in assessing business administration software is what sets CA Management Services apart from other software suppliers. By knowing what is available in accounting, personnel management, word processing and spreadsheet systems; and understanding the capabilities and limitations of those products, we are able to match your needs to the most ideal solutions. It also means we can keep you informed of new releases and updates, and how they may or may not be applied to your specific situation.

Not only do you depend on your computer systems to perform, but you also depend on us to propose software which will perform for you. That's why we support, source and supply a wide range of popular and proven administration products. When CA Management Services install a software package, you are afforded the best training and support as well as each manufacturer's full warranty back-up.

EXPERT SELECTION AND INSTALLATION OF HARDWARE

The enormous pace of technological change means that companies today must face the challenge of change and take advantage of new technologies, or be left behind their competitors who can. Choosing the right computing hardware is made more difficult by the promises of an increasing number of solutions being offered. The right solution for your business depends on having the right information available.

Fortunately, CA Management Services keep fully abreast of the latest innovations in computer technology and can accurately advise you on which computer hardware, ancillary equipment and configuration will function best in your environment. Choices are made from a range of expert vendors and servicing agents who have reputations for supplying quality equipment at competitive prices.

CA Management Services' consultants will configure your system hardware and complete the installation of your computer network and peripherals so that it works for your business from day one. Your hardware is chosen to match your business system requirements, its growth and development. The whole installation is designed to the finest detail, and because CA Management Services is not a computer retailer, only a small supply margin is added to the source cost of the equipment.

TRAINING TIED TO BUSINESS OBJECTIVES

Effective training is integral to the development process of your business and to optimise the return on your investment into new technology. You need to be able to recognise new skills employees bring to your organisation, and those employees need to be able to grow and develop with the systems your organisation has put in place.

CA Management Services' expertise in computer management systems and personnel selection means training courses can be structured to meet your specific business objectives and you realise the best potential returns from your employees. With CA Management Services' structured training courses, your employees will gain skills to apply to the development of your business as well as skills to develop their own careers.

CA Management Services' expert knowledge in systems and a clear understanding of how your organisation can best make use of technology, means we can prepare and present training courses for your people in all practical aspects of your business management systems. And through structured training courses in the most common office systems, CA Management Services will always know of skilled people waiting to take up positions as your organisation grows.

EXPERT SUPPORT

CA Management Services is a team of talented and dedicated professionals whose success depends entirely on your success. The team is lead by two outstanding professionals in business, accounting and computing.

Colin Atkinson BSc, ACA, AACS, is a chartered accountant who also holds a degree in computing. Colin founded CA Management Services in 1986 following a career as an auditor and computer consultant with two of Western Australia's major accounting firms and as Company Secretary of a listed mining company.

Sue Bullen Bbus, Post Grad Dip Mngt, MACS, prior to taking up a directorship of CA Management Services, was formerly Assistant Director, Computer Processing in the Australian Taxation Office and a Senior Research Fellow in the School of Computing and Quantitative Studies at Curtin University of Technology.

The directors of CA Management Services founded the business on a principle of support. In their roles, they provide practical and technical support to other team members. It is their belief that their business is in partnership with their own people and with their clients.