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■ PAYROLL AND ADMINISTRATIVE MANAGEMENT

Payroll management is a profession of its own. It calls for thorough and up-to-date knowledge of legal issues and strict confidentiality. For the company, it is an unavoidable monthly, time-consuming complex task.

Métoudi & Associés can simplify your payroll process and your supervision of human resources by designing and implementing a solution that matches your needs and constraints.

We will first carry out a detailed analysis of your situation, before assigning a team of specialists to you, and defining the appropriate working methods and the best way to organise the exchange of information, depending on the services required:

■ RECCURENT WORK

- Pay slips, social security and related declarations,
- Payroll accounting entries,
- Formalities linked to recruitment of employees,
- Formalities upon departure of employees, i.e. ASSEDIC (unemployment fund) certificates,
- Payroll taxes.

■ WORK RELATING TO HR ADMINISTRATIVE MANAGEMENT

- Certificate of sickness, management of meal vouchers, management of employee working time arrangements,
- Management of the mandatory labour and employment report ("bilan social"),
- Computation of profit-sharing breakdown and provisions for retirement.

■ FOLLOW-UP OF LABOUR AND EMPLOYMENT REGULATION

- Compliance with collective labour agreement and company-level agreements,
- Assistance in relations with social organisations (Occupational Health and Safety Administration, Work Inspector, etc.),
- Formalities linked to requests for employment subsidies and grants.