

Employment Contract – Accountant

Introduction	This Service Agreement provides a framework for Employee and Healy Consultants to establish mutually acceptable working terms and conditions, commensurate with our expectations and needs.
Our Objective	To work hard, enjoy what we do, have fun and make lots of money.
Employee Name	
Title	Accountant
Date joined	
Office hours	9:00am to 6:00pm, Monday to Friday. Being on time is very important to Aidan Healy.
Salary	<ul style="list-style-type: none"> The Employee's salary is S\$ per month. Employer CPF will be paid in addition; Salary will be paid monthly by cheque. Compensation will be reviewed every six months at performance reviews;
	To ensure the needs of employer and Employee are met, discussions and disagreements about staff salary levels will include the HR Director, the Employee's Head of Department, Aidan Healy and the Employee;
	Client sales bonus per Healy Consultants PLC business website .
Work ethic	Healy Consultants expects the Employee to produce output and provide deliverables in a timely manner. Key to this will be the ability to i) problem solve with minimum supervision ii) produce quality deliverables in a timely manner.
	Healy Consultants maintains high business standards of professionalism, quality, timeliness, accuracy, completeness, integrity, transparency and honesty. I expect a lot from staff and I am happy to pay you well in return.
	Healy Consultants office is a place of peace, creativity, growth, teamwork and happiness. There is zero tolerance for politics, discrimination and low standards.

See next page

Signature required

Employment Contract – Accountant

	I expect full support from staff for that which is in the good of Healy Consultants firm. I expect staff to be grateful for what they have.
	You are expected to conduct yourself in a professional manner and be a good example for your team and for other staff.
Reporting lines	Until agreed otherwise, the Employee's Line Manager will be Ms. The Employee will report occasionally to Aidan Healy for big client engagements or for important office projects.
Probation	The first 4 months of employment at Healy Consultants will be a probationary period as the Employee transitions into the role.
Notice period	After the first 4 months are served, the notice period will be one month from Aidan and two months from Employee, unless otherwise agreed by both parties. Because the Accountant position is a difficult role to fill, Healy Consultants needs as much notice as possible from resigning Employee.
	During the probation period, the notice period will be one week from Aidan and one month from the Employee, unless otherwise agreed by both parties.
	Healy Consultants reserves the right to enforce Singaporean rules on compensation to the employer in the event that the Employee does not honor the agreed notice periods.
Tasks will include but not be limited to:	<ul style="list-style-type: none"> • Completing Client accounting and tax obligations and Client legal and immigration requirements; • To accurately and completely and timely provide email status updates to our Client, applying high standard of professional written English; • Assist Clients set up a business in every country in the world. Project manage client engagements and keep clients happy and regularly informed; • Solving Client's business problems ranging from legal, finance, accounting, tax, IT, marketing, banking etc. • Supervising Healy Consultants international suppliers and advisors. Tenaciously and relentlessly pursuing results and information;

See next page

Signature required

Employment Contract – Accountant

	<ul style="list-style-type: none"> • Thoroughly completing due diligence of Clients and the Client files; • To prioritize tasks and focus on goal completion; • To be in charge of company secretarial matters for our clients including preparing resolutions, incorporation of companies and ACRA filings; • Assistance with building website content. Sourcing economic data, laws and regulations on selected countries. Researching economic and legal content to enhance Healy Consultants' group websites (www.healyconsultants.com); www.asiabusinesssetup.com; www.asiapropertyconsultants.com. • Conducting economic and market research for client business plans. • Assisting other staff to execute client engagements. • To apply high standards of integrity and confidentiality when dealing with Aidan's bank accounts and other personal information; • To dress in a professional manner daily so as to attend client meetings; • Liaising with local banks on behalf of clients and Healy Consultants; • Efficiently and effectively completing office tasks and projects in a timely manner; • Problem solving with minimal input from Aidan and and Sharon; • Reply to all emails in a timely manner, including emails from Clients', staff and from Aidan Healy; • To identify what is important for the Client and to give the Client what they want <u>in a timely manner</u>.
<p>Leave</p>	<p>After 3 months of service with Healy Consultants, employee will be entitled to 9 days of paid leave per 12 months of continuous service.</p> <p>For each completed year of service, the number of days of annual leave will increase by 1 day until a maximum of 14 days from the 8th year of employment with Healy Consultants.</p>
<p>Medical Leave</p>	<p>After 3 months of service with Healy Consultants, employee will be entitled to paid sick leave not exceeding:</p> <ul style="list-style-type: none"> • 14 days per year if no hospitalization or other inpatient care is necessary, or;

See next page

Signature required

Employment Contract – Accountant

	<ul style="list-style-type: none"> 60 days (including the 14 days aforementioned) per year if hospitalization is necessary. <p>During the first three months of employment the employee will not be entitled to paid sick leave. Any sick leave taken during the period will be considered as unpaid leave and a medical certificate must be provided.</p> <p>After 3 months, a medical certificate must be provided for any sick leave otherwise leave will be consider unpaid.</p>
Public Holidays	<p>Employee is entitled to paid public holidays each year. The 11 gazetted public holidays are:</p> <ul style="list-style-type: none"> New Year's Day; Chinese New Year (two days); Hari Raya Puasa; Hari Raya Haji; Good Friday; Labour Day; Vesak Day; National Day; Deepavali; and Christmas Day.
Leave Considerations	<p>Because our clients need us every day, Healy Consultants has the following guidelines:</p> <ul style="list-style-type: none"> Staff to provide one week's email notice for holiday leave less than 2 days; Staff to provide two weeks' email notice for holiday leave less than 5 days; Staff to provide one month's email notice for holiday leave of one week or more. In the event of a family emergency (including, but not limited to, a bereavement or serious illness/injury), Healy Consultants will waive these notice periods.

See next page

Signature required

Employment Contract – Accountant

<p>Measures of success</p>	<ul style="list-style-type: none"> • Consistently meeting statutory deadlines for Client accounting and tax; • Ability to help and support senior staff; • Positive feedback from senior staff; • Ability to efficiently and effectively project manage Client engagements with minimal supervision while keeping Clients happy; • Ability to complete office projects and tasks with minimal or no supervision; • Problem solving focusing 95% of the time on solutions, a mere 5% of the time on problems; • Ability to adapt to role; • Quality and quantity of work output; • Attendance during the week; • Positive feedback from Clients; • Value added to the business during the week; • Helping and Aidan reduce their workload.
<p>Termination</p>	<ul style="list-style-type: none"> • Each time the Employee breaches one of the terms and conditions in this agreement, Aidan may give a written warning to the Employee. If the Employee receives three written warnings, Healy Consultants will terminate the Employee's contract immediately. • If the Employee makes an error that has the potential to have a negative impact on the finances or reputation of Aidan or Healy Consultants, Aidan will issue a written warning to the Employee. Following receipt of three such warnings, Healy Consultants will terminate the Employee's contract immediately. • For the avoidance of doubt, both types of warning count towards the overall limit of three.
	<p>Healy Consultants will immediately terminate the employment of Employee if one of the following occurs:</p>

See next page

Signature required

Employment Contract – Accountant

	<ul style="list-style-type: none"> • Employee removes or damages Healy Consultants' property without permission, including our business website and computer equipment; • The Employee refuses to carry out a reasonable instruction from Healy Consultants; • The Employee breaches the confidence or confidentiality of Healy Consultants or its clients; • The Employee willfully jeopardizes Healy Consultants' planned deadlines; • The Employee willfully damages Healy Consultants' relationship and reputation with our Clients.
	<p>Following termination of this contract Employee will return all of Healy Consultants' property, copies of the Employer's documents, disks or other material obtained from or relating to Healy Consultants. The Employee will inform Healy Consultants of any password or other obstacle known to him concerning the use of Healy Consultants' computer network and will not damage the network in any way whatsoever. The Employee will be held personally liable for any loss suffered by Healy Consultants as a result of failure to comply with this clause.</p>
	<p>From date of resignation/termination, salary will be paid monthly, not weekly. This payment method i) protects the Firm from harmful staff practices ii) ensures staff pay income tax in a timely manner.</p>
	<p>From date of resignation/termination, the Employee will complete the notice period in a professional, peaceful way. The Employee will neither take action to harm Healy Consultants' business nor negatively influence our Clients and staff. Failure to behave in a respectful, professional manner will result in immediate dismissal and the Employee will be escorted from the premises.</p>
<p>Confidentiality</p>	<p>Our Clients trust Healy Consultants and our staff. Information gathered and clients' details obtained during your work with Healy Consultants will remain confidential and will not be shared with anyone outside the Firm, during or after your employment with Healy Consultants.</p>

See next page

Signature required

Employment Contract – Accountant

	Employee will indemnify Healy Consultants and our Clients for any financial loss suffered because of willful disclosure of confidential information to third parties.	
	Employee contract details including salary levels, salary pauses and increases are confidential and not to be shared with other employees causing unnecessary unrest.	
	The contents of this contract are confidential and should only be shared with your direct manager, HR or the managing director.	
Other	Before, during or after your employment with Healy Consultants, you will not take action to harm Healy Consultants' business and reputation, including our business websites and our Clients.	
	You agree to provide Healy Consultants the documentation outlined in Appendix Two below. This information will be provided to Healy Consultants on your first day of joining us.	
	Healy Consultants will provide the Employee with suitable computer hardware and software for business use. Employee will have access to the Internet, Facebook, Skype and other communication channels. Use of Healy Consultants' IT equipment during business hours is to be solely for work use.	
Jurisdiction and Choice of Law	Unless otherwise agreed in writing, this contract of employment, in addition to any dispute or claim arising out of or in connection with it, shall be governed by and construed in accordance with the laws of Singapore. The parties hereby submit to the full and exclusive jurisdiction of the Courts of Singapore.	
Employment approval	This offer of employment is valid assuming i) your professional references are positive	
<u>Name</u>	<u>Signature</u>	<u>Date</u>
Aidan Healy		
Employee –		

See next page

Signature required

Employment Contract – Accountant

Appendix One

No.	EMPLOYEE INFORMATION REQUIRED
1.	Original copy of Healy Consultants Service Agreement
2.	Copy of Passport and Singapore Employment Pass
3.	Original copy of Proof of Address
4.	Personal resume
5.	Details of next of kin
6.	CPF Details

See next page

Signature required

Employment Contract – Accountant

Appendix Two

No. GOALS FOR NEXT 12 MONTHS
1.	To maintain a high quality control spreadsheet re Client accounting and tax deadlines
2.	To help with a Singapore and a Malaysia business set up Client engagement
3.	To timely complete Clients annual accounting and tax
4.	To bring in one new Client and receive a bonus.
5.	To improve the quality of our country web pages of Singapore and Vietnam (click link)
6.	To be the primary contact for Healy Consultants Singapore Clients' re business set up
7.	To help reduce her stress and workload
8.	To implement a quickbooks accounting system in Healy Consultants
9.	To increase your remuneration by 20%
10.	To help Healy Consultants meet our SGX PLC statutory requirements

See next page

Signature required

Employment Contract – Accountant

11.	To be role model for other staff as a “helper”, a person that can be easily approached to provide friendly support
12.	To create a detailed 5 year documented career development plan with Healy Consultants
13.	To have multiple staff report to you, develop and lead them
14.	Anything else wants to achieve? List here and below
15.	
16.	
17.	
18.	

See next page

Signature required