# ACME Financial Services

## Admin

The administration department comprises four staff. The staff perform day-to-day organisational duties within the company. The office assistants also assist the rest of the business with office related tasks such as copying, printing etc.

## Accounts

The accounts department comprises four staff. The department oversees account information, payroll and payroll and staff expenditures. The department also handles the accounting and purchasing functions of the business.

## Sales

The sales department comprises four staff. This department maintains local client relationships, builds the local client portfolio and manages sales to local clients.

## International

The international department comprises two staff. The department handles international clients, builds the international client portfolio, maintains client relationships, and manages sales to international clients.