

Virtual PA Plus

Small business book-keeping

Our services include personalised Invoicing and credit control, analysis of expenses, and simple cashflow monitoring. Whilst we cannot replace a good accountant, we help the daily running of your accounts, saving you time and money.

What we can offer

At Virtual PA Plus we can help you keep on top of your invoices and expenses to keep in the black. We can also save time and stress in managing your business finances.

We offer fixed-price competitive fees, payable monthly so that you can spread your bookkeeping costs throughout the year.

Also, with our client payment reminders and purchase payments schedules we can help you to maximise your cashflow potential.

We do not replace the need for a good accountant, but can help reduce their fees and improve your monthly cashflow.

Key features

- Complete cashbook service.
- Client Invoicing and payment reminders.
- Receipts allocation.
- Monthly debtor reports in PDF and Excel file format.
- Accept payments by credit card and Paypal.
- Expenses analysis and posting.
- Monthly 'available funds' reports in PDF and Excel file format
- Copy invoices and chasing email sent to overdue accounts
- VAT summary if required.

Pricing

Low standard hourly rate, with monthly package for easy budgeting. Please call for quotation.

Other options

- PAYE calculation and payment schedules.
- Business plan preparation and monitoring.



Work smarter – not harder

