



Do You Need My Help Ltd

Virtual Business Support Services

VIRTUAL ASSISTANT

- Diary Management
- Meeting Management
- Invoicing
- Credit Control
- Telephone answering service
- Travel Arrangements
- Event Management
- Customer Liaison

VIRTUAL ADMINISTRATION

- Transcription Services - Digital
- HR Administration
- Proof Reading
- Mailings
- Copy Typing
- Preparation of Training Documentation
- Powerpoint Presentations
- Dissertations
- Any other admin task you can think of!

VIRTUAL HUMAN RESOURCE

- Free healthcheck on all current contracts of employment and employee handbooks
- Telephone Advice Line
- Development of policies and procedures
- Training for managers on policies and procedures
- Leadership training
- Coaching

VIRTUAL ACCOUNTANCY

- Outsourced book keeping services for UK Businesses
- Invoicing Services
- Bank Reconciliation
- VAT Invoice entry
- Monthly evaluation and reports on accounts
- Management Reports
- Preparation of financial statements
- SAGE Software used