

TBOS

Total Back Office Solutions Ltd.

TBOS provides comprehensive outsourced back office services designed specifically for contract recruitment agencies.

From agency formation and start-up, timesheet processing to payroll administration, invoicing to year end management reporting, we take care of everything, so that you can concentrate on revenue generation.

The service is available for a fee based on your individual needs and tied to your business volumes. It delivers dramatic cost savings when compared with employing your own bookkeepers and administrators in-house.

Our experienced qualified staff ensure your business complies with the latest tax and employment legislation and can advise you on all aspects of starting, growing and funding your business.

Now you can grow your company confident in the knowledge that business is taken care of behind the scenes.

Services include:-

- Company Formation
- Bank Account Setup
- Business Planning
- Funding Setup (Factoring/Invoice Discounting/Loan)
- Contract Preparation
- Timesheet Processing
- Invoicing
- Payroll (UK/International)
- Bookkeeping (VAT/Management Accounts/Auditing)
- Credit Control
- Final Accounts/Corporation Tax Computation
- Staff Payroll
- Supplier Payments
- Compliance
- Company Insurance

... and anything else your agency requires

**For more information contact Stewart Roberts
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