

VIRTUAL PERSONAL ASSISTANT - NI

VPA-NI provides 'virtual office support services' for individuals, consultants, charities, sole traders and small to medium sized businesses that need the services of an experienced, professional Personal Assistant, but who do not have the space or resources to employ someone on a full-time basis.

Heather Greig, who has over 20 years experience in providing professional secretarial services within the business and voluntary sector, said, "VPA-NI was created in response to the need for a more flexible and cost effective approach for the provi-

sion of essential office support services. Many organisations often need secretarial support but don't have the time or budget to recruit and train new staff, for what might be a short-term or one-off project, VPA-NI was created to meet that need." She continued,



Heather Greig of VPA-NI can help your business

lished organisation, using the services of VPA-NI can bring immediate measurable benefits. VPA-NI can accept and complete work via a wide range of communication options thereby ensuring that the transfer of work flows seamlessly or, by arrangement, VPA-NI can complete work at your premises."

All work undertaken is charged on a 'Pay-as-you-need' basis - meaning no lengthy and restrictive contracts!!

So whatever your secretarial requirements are, you can be assured that VPA-NI will be there 'making business life easier'.

For further information please call Heather on 07796 570850 or visit www.vpa-ni.co.uk

"A Virtual Personal Assistant provides the same range of services as secretarial staff based in an office, but without the same level of cost."

"Whether your business is at the start-up stage, or a well estab-

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Hazel Young FCCA
Chartered Certified Accountant

Newtownards based accountancy practice.

Member of the Association of Chartered Certified Accountants
Approximately 17 years experience in accountancy in both industry and practice. **Free initial consultation and flexible appointments.** Covering areas as detailed below.

Accounting

- Preparation of annual accounts
- Preparation of periodic management accounts
- Provision of bookkeeping services
- Maintaining PAYE records and returns

Taxation

- Personal tax
- Business tax

REVAMPING