

Payroll Service for people employing their own Personal Assistants

We offer a complete Payroll Service for people employing their own personal assistants and use Sage Line 50 Payroll software to ensure compliance with PAYE legislation. To suit individual needs we provide either weekly, four weekly or calendar monthly payroll runs with payslips and Real Time Information (RTI) reporting to HM Revenue & Customs (but we recommend four weekly or calendar monthly because this keeps costs as low as possible).

We specialise in meeting a variety of different needs at a professional level, providing a comprehensive personal service and value for money. At some time during the initial set up process we will make a home visit to meet you (unless you specifically don't want us to). We work hard to ensure that all your needs as an Employer are met. We provide a payroll service from timesheet to payslip, including end of year summaries, P45s, P60s and P11Ds; all that is required for the payroll process, working by e-mail or post as required.

Heather Nunn has a Payroll PM.Dip qualification from the Institute of Certified Bookkeepers (ICB) and Heather Nunn Business Services has been offering Payroll services since 1983.

The running cost of the service is £15.00 per payroll run (ie. weekly, four-weekly or monthly) from one to 5 employees. Additionally there may be an initial set-up cost of £0 to a maximum cap of £88. This is particularly if the set-up is not reasonably straightforward, eg. where we have to do some 'back-work' or information we need is difficult to obtain etc. DBS (Disclosure and Barring Scheme) checks are processed by Norfolk County Council. We can also arrange Employers Liability Insurance at approximately £70.00 or £138.00 depending upon the level of cover you choose.

Any other pre-agreed 'extra' expenses will be charged at cost. Any necessary mileage incurred after the initial visit will be charged at 45p per mile.

We are also accredited by Norfolk County Council to provide an Employment Support service to Personal Budget Holders. We can also provide a Supported Accounts service but we have not been accredited by NCC for this service.

