



Human Resources, Payroll and Accounting Services **Gold Standard service with the personal touch**

About us

Tony Bilbie (Owner and Principal Consultant)

AAT and ACCA trained professional with over 25 years' experience across a number of sectors, starting in accountancy practice and then gaining valuable knowledge working within the retail motor trade, online casinos, professional football, international recruitment, professional motorsport, conferencing and events, public funded amateur boxing, whilst always carrying out SME business support and consultancy.

Tony heads up the accounting services area of the business and will work closely with the other consultants in human resources and payroll. Tony also has experience in migrating businesses across accounting and payroll software changes as well as extensive human resources exposure.

Suzy Stephens (Senior Human Resources Consultant)

CIPD trained professional with over 20 years' experience across people focused sectors, starting in healthcare then moving to early years education and childcare providers.

Suzy heads up the human resources, employment law and recruitment areas of the business and has experience working with multi-site businesses and acquisition integration and will also be involved in overseeing the payroll processing clients.

Ian Bradley (Multi-Site Project Management, Human Resources and Senior Payroll Consultant)

Both CIPD and CIPP trained professional with over 15 years' experience of the engineering, healthcare, pharmaceutical, higher education and food manufacturing sectors.

Ian heads up the Payroll services area of the business concentrating on large multi-site migration projects whilst also assisting with human resources and employment law.

Our Services

We offer an extensive range of services across the HR, Payroll and Accounting areas with businesses able to pick and choose the services they wish to subscribe to. All our service subscriptions are 12 months in length with renewal reviews at month 9 although businesses can ask for a 3-month break clause to be added for additional flexibility, subject to agreeing pricing. We also offer several our services on an ad-hoc basis and will be priced accordingly.

The list of services on offer is below, along with a business introduction form which we ask you to complete and return to info@eardadvisoryservices.co.uk

Invoicing and Pricing

We believe in being as flexible as possible to the businesses we work with when it comes to invoicing, offering discounts on annual subscription if businesses prefer to be invoiced and pay in full at the start of a contract however we also offer monthly and quarterly invoicing for those who require the cash flow benefit of only paying for 1 or 3 months in advance.

We also believe that our pricing is affordable and extremely competitive when comparing the Gold Standard service that we are offering across all our services. This service level is guaranteed.

Referral Scheme

We are huge believers in delivering our Gold Standard promise and we ask all the businesses we work with to recommend us to their customers, suppliers and networking groups.

Any new business directly attributable from an existing customer are vitally important, which is why we will reward those customers in a variety of ways.

Services Provided

Human Resources

- Personnel forms with your business logo (new starter, sickness, annual leave, performance and appraisals etc.)
- Initial site visits to review working conditions and staff welfare areas
- Regular catch-up calls and meetings to ensure our knowledge of business is up to date
- Review of contract wording
- Creation or refresh of staff handbook
- Employment Law guidance in respect of disciplinary and grievance cases
- Furlough or Lay Off guidance including wording of correspondence
- Redundancy guidance including wording of correspondence and timetable of consultation process
- Maternity/Paternity advice, staff risk assessments and initial meeting/timetable agreed with staff members
- Recruitment support, written job descriptions, adverts
- Recruitment management, advert placement, candidate screening and interview arrangements
- 24/7 access to contact our consultants for urgent issues via text or video call

Payroll

- Options of payroll bureau or fully outsourced payroll services
- Review of process of migration to award winning paperless payroll system
- Review of current processes to reduce site admin to absolute minimum
- Weekly/Monthly payroll processing
- Delivery of staff documents (Payslips, P60, P11d and P45 to secure smartphone App)
- Automate Annual Leave requests
- Mentoring with admin/junior staff involved with payroll collation
- RTI submissions to HMRC
- Auto-enrolment processing and reporting
- PAYE P32 and Pension payment reminder emails
- P11d data collation and payment reminder emails
- Ongoing updates regarding new legislation, NMW and NLW rate changes
- Alert of staff age pay rate triggers and service anniversaries
- 24/7 access to contact our consultants for urgent issues via text or video call

Accounts

- Review of accounting records and processes
- Review of current software provision
- Mentoring with junior/admin staff
- Regular bookkeeping (bank reconciliations, balance sheet recs)
- Production of monthly/quarterly management accounts
- Supplier payments management
- Staff expenses payments
- KPI reports
- Bank, lender and shareholder reports
- Working cashflow document (rolling 12-26 weeks)
- Assistance with grant and R&D funding/claims
- Liaison with external accountants and auditors
- Liaison with external lenders to secure funding
- 24/7 access to contact our consultants for urgent issues via text or video call