



Bookkeeping and Payroll Service

Are you looking for a cost effective solution for your accounting and payroll needs?

We offer a bookkeeping and payroll service which is tailored to meet your requirements. We charge by the hour for work carried out, keeping your costs to a minimum!

BOOKKEEPING

- Recording purchases, sales, receipts and payments
- Operating an efficient double entry system
- Producing accounts to trial balance
- Ensuring information is well-prepared for further accounts compilations

PAYROLL

- Weekly or monthly payroll calculations
- Compile payslips and pay your employees by BACS
- Calculate PAYE and NIC liabilities
- Complete and submit year-end returns

For more information, contact us today!

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Scottish Charity No. SC023261

