

Staff Back Up Services

Bookkeeping or other key administration processes must continue when your support staff are away - on annual leave, Christmas breaks, long service leave or for other reasons.

The day to day running of the business however must continue:-

- > Invoices need to be prepared and sent to customers
- > Bills need to be processed and payment arranged
- > Payroll needs to be processed for remaining staff and must be paid on time
- > Cash flow needs to be managed and maintained
- > Debtors need to be followed up for payment
- > Customer queries need to be followed up and responded to
- > Records need to be kept up to date (legal requirement)
- > And general administration duties that occur on a daily basis must be attended to

How can sbs help in these circumstances when your business can be at its most vulnerable:

SBS staff assist – SBS can ensure that all necessary administration processes continue accurately and on time, keeping the business running until key staff return to work.

Helps you by ensuring your time is spent working on the business – not in it.

Whether it is a day, a week or a longer period: