

# MG039s Bookkeeping amp Admin Services



Location

**South East, West Sussex**

<https://www.freeadsz.co.uk/x-407627-z>



Accounts in a mess? Lack time? Need help? Call MG's Bookkeeping & Admin Services Do you have a business, but lack adequate time to keep your accounts and administration in order? Then I can help you! I'm a friendly, helpful, bookkeeper/administrator who has over 15 years of experience in accounts, HR and general administration and can offer you services with a smile and sense of humour! Some of the services I can offer are: Day-to-day bookkeeping - I can keep your accounts in order and I can also undertake year-end preparation ready for submission to your chartered accountant. Credit Control - I can chase your customers for outstanding debt owed. Payroll - I can run your payroll using a suitable payroll software package. VAT Returns - I can prepare your VAT return ready for submission to HMRC. Management Accounts - I can produce your monthly P&L and Balance Sheet so that you can monitor how your business is performing on a regular basis in order to assist you in making management decisions. HR & General Administration - I can process all your staff-relating correspondence and any other general correspondence. I am trained in Accounts and HR administration and can provide you with an efficient and effective service to suit the needs of your business. If you need assistance with any of the above or you simply wish to enquire more, please do not hesitate to call me on (07983) 046112 (07983) 0461...(click to reveal full phone number) or email me on click to



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