

## Other Services We Provide

Take a look at our website for information on the extensive range of services we offer including:

- Appointeeship
- Direct Payment Support
- Fund Management
- Auto Enrolment
- Payroll
- Legal Advice & Guidance
- PA Recruitment

## Contact us for further information

Barrie Bookkeeping  
& Payroll Solutions Ltd



### Address & Contact Details

Suite 1, Airlie House  
Pentland Park  
Glenrothes  
KY6 2AG

Telephone: **0800 599 9353**

Email: [dp@barriebookkeeping.co.uk](mailto:dp@barriebookkeeping.co.uk)



[www.barriebookkeeping.co.uk](http://www.barriebookkeeping.co.uk)



## Employment Support Services

Ensuring that Service Users are getting value for money, as well as access to a variety of quality services.

*Your Care, Your Support, Your Choice*

[www.barriebookkeeping.co.uk](http://www.barriebookkeeping.co.uk)



### **Becoming an Employer**

Barrie Bookkeeping & Payroll Solutions Ltd (BBPS) understand that becoming an employer can be a daunting process. To simplify this process, we offer an Employment Support Service.

The starting point is to become registered as an employer with HMRC. As part of the service BBPS will take care of registering you with HMRC. We will also request agent authorisation which allows us to deal with HMRC on your behalf, giving you peace of mind that you are meeting your obligations as an employer.

As part of our personal, individual service you will be allocated a dedicated Account Manager who will be your constant primary point of contact for all matters.

Our main objective is to ensure that you become and remain a "good and compliant" employer.

### **Auto Enrolment**

Should you require a Qualifying Workplace Pension Scheme we will set up and administrate this on your behalf, ensuring that you remain compliant with auto-enrolment legislation.

### **Employers Insurance**

As an employer it is a legal obligation that you have Employers Liability Insurance. Here at BBPS we have built strong relationships with trusted providers and have negotiated a special rate for our clients. Should you choose to use one of our preferred providers we can take care of the process and ensure that you meet your legal duties.

### **Recruitment**

We can assist with advertising your vacancy, arrange a venue for holding interviews, provide support for interviews and can also assist with DBS/PVG checks. We will carry out Right to Work checks if they are required.

### **Employee Contracts**

Our revolutionary integrated software package allows us to create tailored, legally binding contracts of employment that can be structured to fit the customer's needs. This will ensure that you meet your legal obligations and requirements whilst providing protection should any dispute arise. Having a contract in place will also ensure that your employees are aware of their rights and responsibilities.

### **Employment Law Agents**

Support from our agents will also be available. Our trained agents provide a support and guidance service, where they will support you with supervision and signposting in line with employment legislation.

### **Legal Advice**

Should you require legal advice we can put you in touch with our qualified legal consultants who can provide you with expert advice on employment related matters.