

VAS OFFER A NO HASSLE WAY TO SECURING VITAL ADMIN SUPPORT

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With the ever-increasing load on small businesses caused by voluminous paperwork, current estimates show the average small business spends seven hours per week filling out forms, therefore, the process of hiring employees becomes more and more complex.

Much of that red tape is attached to employment law. A recent FSB report showed that more than 30 per cent of small business owners don't take on new staff because employment law is so complex. With small business accounting for about half the entire GD of the UK, it is worrying.

"That is one of the main reasons why we are seeing such a huge increase in the use of virtual assistants across the SME spectrum" said Suzie Warren of the International Association of Virtual Assistants (IAVA).

"Virtual Assistants can provide almost everything an onsite employee can do, often rather more, without incurring paperwork any more complex than what is required for any other external supplier."

In other words, Virtual Assistants (VAs) offer the spectrum of skills obtainable from an onsite employee, without adding to the administrative burden involved with employing one, no National Insurance contributions, no tax deduction work, no pension plan, no holiday or sick pay and no other perks.



INVISIBLE HELP – HOW GOOD IS IT?

VAs are people who perform a wide range of administrative and marketing functions for one or more clients, remotely.

Most operate from home and have previously worked as personal assistants, office managers, secretaries and administrative staff as onsite employees.

As VAs, whilst they won't be in a client's office to make coffee or open the post, they are in electronic contact, 24/7, wherever in the world their clients happen to be.

Currently, there are few official professional qualifications for VAs in the United Kingdom, however self-regulation is very prominent and support groups like the IAVA offer bespoke training and refresher courses for new members.

Consequently, the overall standard of administrative skills is very high and many VAs offer more specialised skills covering finance, book-keeping, accounting, HR, desktop publishing, planning, and marketing in addition to regular secretarial and administrative work.

PROFESSIONALS WITH EMPATHY

As they are involved in marketing and managing their own businesses, VAs are more likely to be able to offer realistic help to their clients, based on not only administrative skill but also business acumen.

VAs do not work with an employee attitude and, more often than not, have left full-time employment because of it.