

YOUR VIRTUAL PA SERVICES

COMPARISON COST - Employing someone or taking on a Virtual PA

Experienced PA - Full time 35 hours

	full time 35 hours		
	Employee	Virtual Pa	
Online recruitment costs	£149.00	£0.00	
Recruitment agency costs - minimum 15% of annual salary	£3,450.00	£0.00	
Cost of your time to sort and select CV's (taken at £50.00 per hour)	£50.00	£0.00	
Cost of your time to set up and do interviews (taken at £50.00 per hour)	£200.00	£100.00	
Cost of time for paperwork/contracts/HR procedures set up	£100.00	£0.00	
Salary costs for employee	£23,000.00	£0.00	
Pension contributions, Employers National Insurance etc...	£2,452.08	£0.00	
Time lost due to sick leave - estimate over 1 year	£250.00	£0.00	
Salary cost lost due to holiday leave - estimate over 1 year	£2,476.00	£0.00	
Purchase of equipment and time set up costs	£1,200.00	£0.00	
Additional insurance/training/operations costs	£150.00	£0.00	
These do not take into account maternity leave and other costs		£0.00	
	£33,477.08	£27,400.00	SAVINGS £6,077.08
	£33,477.08	£29,220.00	£4,257.08
	£33,477.08	£31,040.00	£2,437.08
	£33,477.08	£32,860.00	£617.08

Experienced PA - Part time 20 hours

	part time 20 hours		
	Employee	Virtual Pa	
Online recruitment costs	£149.00	£0.00	
Recruitment agency costs - minimum 15% of annual salary	£1,950.00	£0.00	
Cost of your time to sort and select CV's (taken at £50.00 per hour)	£50.00	£0.00	
Cost of your time to set up and do interviews (taken at £50.00 per hour)	£200.00	£100.00	
Cost of time for paperwork/contracts/HR procedures set up	£100.00	£0.00	
Salary costs for employee	£13,000.00	£0.00	
Pension contributions, Employers National Insurance etc...	£580.46	£0.00	
Time lost due to sick leave - estimate over 1 year	£175.00	£0.00	
Salary cost lost due to holiday leave - estimate over 1 year	£1,487.50	£0.00	
Purchase of equipment and time set up costs	£1,200.00	£0.00	
Additional insurance/training/operations costs	£150.00	£0.00	
These do not take into account maternity leave and other costs		£0.00	
	£19,041.96	£15,700.00	SAVINGS £3,341.96
	£19,041.96	£16,740.00	£2,301.96
	£19,041.96	£17,780.00	£1,261.96
	£19,041.96	£18,820.00	£221.96