Sara's Office Services

SUPPORTING BUSINESSES THROUGHOUT THE UK

Bookkeeping and Business Administration Support

We take care of your day-to-day administration and finance tasks, giving you more time to focus on your business.

We're Sara and Amy, the team behind Sara's Office Services. Based in Ashford, Kent, we work remotely with businesses across the UK, offering practical support shaped around the tasks you need help with.

Bookkeeping Support

- Sales and purchase invoices
- Bank reconciliations
- Expenses and invoice chasing
- VAT returns
- Payroll
- Pension administration

Experience with Xero, QuickBooks, Sage, ClearBooks and FreeAgent

Executive Support

- Inbox and diary management
- Travel and accommodation bookings
- Reports, minutes and presentations
- CRM updates
- HR administration
- Full Google and Microsoft suite experience

Admin Support

- Document formatting and typing
- Proofreading and data entry
- Database updates
- Spreadsheets and data analysis
- Research
- Newsletters and mailouts

Why work with us

Work directly with Sara and Amy and delegate the tasks that fill your working day. Agree the support and hours you need, with no office space or equipment to provide. Our experience spans administration, executive support and finance.

Fully insured • ICO registered • Society of Virtual Assistants member
Sara is a Mental Health First-Aider.

Let's talk about the support you need

Get in touch to arrange an initial chat with us.

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