

## Save your business money by using a Virtual Assistant

Permanent Employee	Permanent Employee Cost	YourAdmin
Salary (Executive PA)	25700.00	0
Cost of Recruitment	1500.00	0
Class 1 NICs	2150.00	0
Pension @ 3% of salary	771.00	0
Bonus	500.00	0
Training	1000.00	0
Consumables	250.00	0
Administrative overheads	1000.00	0
<b>Annual Cost</b>	<b>£32871.00</b>	<b>£0</b>
<b>Weekdays per year</b>	<b>261</b> (weekdays only)	<b>350</b> (All worked days)
<b>Days spent not working</b>		
Holidays (20+8 bank holidays)	28	0
Formal Training	3	0
Training Days	5	0
Sick Days	12	0
Wasted/Unproductive days (Based on 1.25 hours per day)	43	0
<b>Total days per year</b>	<b>91</b>	<b>0</b>
<b>Total working days per annum</b>		
Total working days (Weekdays minus wasted days)	<b>170</b>	<b>350</b>
<b>Cost Per day</b>		
Costs per day (Total costs/ working days)	<b>£193.35</b>	<b>£133.00</b> (7 hours @ £19.00)
<b>Cost Per hour</b>		
Cost Per hour (Based on an 8 hour day)	<b>£24.16</b>	<b>£19.00</b>
<b>Annual Costs</b>		
Annual Cost (Weekdays in year x cost per day)	<b>£50464.35</b>	<b>£34713.00</b>

### That is a saving of £15751.35 per year

1. Based on UK average salary for an Executive PA. Figures available at [www.reed.co.uk/CareerTools/SalaryCalculator](http://www.reed.co.uk/CareerTools/SalaryCalculator).
2. Typically, a recruitment agency charges 20% of first year salary.
3. Cost of newspaper advertising approximately £1,500.
4. Minimum holiday is 28 days as of 1 April 2009 but that includes 8 days bank holidays. [www.berr.gov.uk/whatwedo/employment/employment-legislation/employment-guidance](http://www.berr.gov.uk/whatwedo/employment/employment-legislation/employment-guidance).