



## Xero Administration Package

The Xero Administration Package will eliminate all stresses related to invoicing and bank reconciliation. As I am a Certified Advisor with Xero I can provide you with an efficient and professional service to ensure the smooth running of your Xero system.

- ❖ Setting up your business in Xero
- ❖ Invoicing
- ❖ Bank Reconciliation

After an initial consultation, we will agree on what tasks you would like taken off your hands. This consultation will determine how many. Each business is different and I am flexible in my approach to saving you time and helping you gain the advantage.

Get in touch on [kylie@advantageva.co.uk](mailto:kylie@advantageva.co.uk) or give me a call on 07912 846638