

Office Support

Office Support is a brand new venture created by Proprietor Lynda Gamble. Based on Derby Road in Borrowash, Office Support specialises in working with Sole Traders and Small Businesses in the DE72 and surrounding locations. The thinking behind starting up Office Support being that during these extremely difficult current times for Businesses it makes sense to save money wherever possible. Office Support is a very cost effective option if continuing to employ and pay permanent office staff can no longer be sustained. There is no Contract to be tied into nor Monthly Fee to be paid, the customer only pays when they need help, be that once a month or perhaps a few times during the year.

A full range of General Admin, Bookkeeping and Accounting Services are available either to be carried out onsite at the customer's own premises or alternatively the necessary files can be collected, worked on over at Office Support and duly returned on completion. It is entirely the choice of each individual customer as to how much or how little assistance they require at any one time. It may be a "One Off" project that requires an extra pair of hands for the short-term, a once a month service to keep the books up to date or a couple of hours to run a Payroll for example. VAT Returns and Sole Trader Tax Returns

are also amongst the services offered if required. Lynda has worked in an office environment for the vast majority of her working life with only a short time out to train as a Florist at Broomfield College prior to running her bespoke Wedding Flowers Business several years ago. She has extensive experience with office and accounting procedures and has worked in a wide variety of both large and small Companies throughout her career. Starting as an Office Junior when Britain still had a thriving Lace Making Industry she progressed to Supervisory and Management roles in other Businesses culminating with her previous role as Operations Director running a niche Technology led Business in the Motorsports Sector before taking on this new Office Support venture.

Away from the Bookkeeping Lynda has a varied range of interests, amongst them travelling (not this year of course!), cooking and tasting new recipes (just don't ask about the handmade bread) plus enjoying a half of a favourite Porter or Stout (ok, more like 3 halves...) in one of the local Pubs.

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