



**UNIQUE BACK OFFICE  
SOLUTIONS  
FOR RECRUITMENT**

**TAKE CONTROL  
BACK OF YOUR  
BUSINESS**

 **simplicity**  
For faster smarter **growth**

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# THE SOLUTION FOR TODAY'S GROWING RECRUITMENT BUSINESSES



The UK's Recruitment Industry is a dynamic, fast growth environment. But it's also a challenging industry which takes a large amount of hard work and dedication. However, at Simplicity we understand that drive and entrepreneurship alone are not enough to make your business a continued success.

There are many challenges including cash flow, changing legislation, compliance requirements and policies, and skills shortages. As well as an extensive and expensive administration burden including payroll, credit control, HMRC compliance and financial reporting that can slow you down.

To put you in front of competition, our comprehensive back office solution is a collaborative service developed to integrate seamlessly into your business so you can take back control and focus on growth and success. Our objective is to ensure your business is the most effective and efficient, with industry leading technology and experience to help achieve your goals.

Whatever your size and no matter how long you have been in business, Simplicity will be there to ensure you have the infrastructure and professionalism of a large corporate agency. Whilst your competitors struggle to stay on top of everything, you will stand apart and have the competitive edge that a best in class approach gives you. As you grow, Simplicity has the scalability to grow with you. Whether that's gradually or overnight, we have the resources to meet your needs and the pricing model that gives you surety.

We will keep you informed on changing legislation and update our processes accordingly on your behalf. We will ensure you are aware of your HMRC commitments. We will work with you proactively to ensure you minimise your business risks and maximise cash flow. And we will give you management insight into your business performance so you can make informed decisions about the future, providing you with a support team equivalent to some of the largest international recruitment agencies.



## **COLLABORATIVE APPROACH**

At Simplicity we believe your business success is reliant on positive, supportive partnerships. As your back office solutions provider, Simplicity will empower you to take control of your business to get the results you want. We work collaboratively with you, your clients and your workers.

## **PROACTIVE NOT REACTIVE**

Simplicity provides a comprehensive range of payroll, invoicing and credit management services. However, we don't just pay your workers, raise invoices and chase debt. With more than 12 years recruitment industry experience, our proactive approach, with thorough checks and due diligence at every step of the way, helps ensure you can proactively manage your business rather than react to problems.

## **ACHIEVE BUSINESS GROWTH**

Business growth will come from a focus on fee generating activities: candidate relationships, client management and new business development, as well as reducing overheads. Having a partner in Simplicity that you can trust to ensure your back office functions run effectively and efficiently, will free you up from day-to-day admin so you can focus on growing your business.

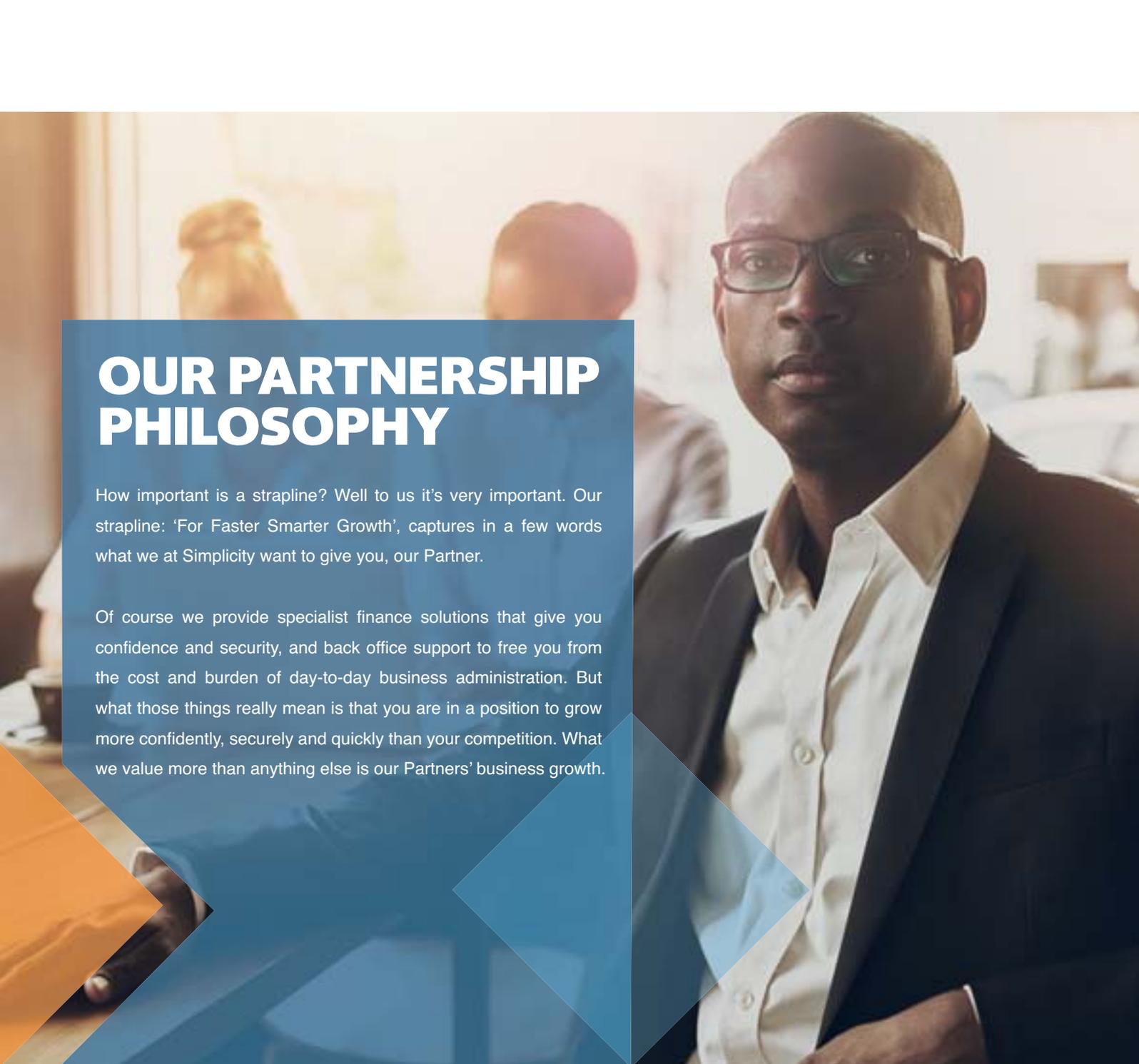
## **FOCUS ON PREVENTION**

Simplicity provides a positive, secure and proactive way of managing debt, and avoiding it in the first place, through careful management and a robust methodology that is seamless and professional. We help our Partners to reduce risk and be proactive with credit management to avoid having to collect it in the first place. Our rigorous processes are reviewed and refined continuously to ensure your business risk is managed and minimised.

# **WHY CHOOSE SIMPLICITY?**

## **OUR COMMITMENT TO YOU**

Our commitment is to providing a first class service to our partners; however we are also realistic and recognise the world is not perfect. Our pledge supports the goal of zero waste and zero errors, with Total Quality Management (TQM) at the heart of everything we do.



## OUR PARTNERSHIP PHILOSOPHY

How important is a strapline? Well to us it's very important. Our strapline: 'For Faster Smarter Growth', captures in a few words what we at Simplicity want to give you, our Partner.

Of course we provide specialist finance solutions that give you confidence and security, and back office support to free you from the cost and burden of day-to-day business administration. But what those things really mean is that you are in a position to grow more confidently, securely and quickly than your competition. What we value more than anything else is our Partners' business growth.

## WE VALUE YOUR BUSINESS

We believe our approach to partnership makes us unique. Our brand values focus on our commitment to you, our Partner, and how we believe we should conduct ourselves to give you the best possible experience and outcomes.

**Passionate Supporters** We are as invested in your success as you are and get a great deal of satisfaction from supporting your growth.

**Responsive to Change** As your business evolves so do we; we will respond to your changing needs on a daily basis.

**Responsible** We will never underestimate your business or the market and we always strive to support you.

**Determined** Our culture is characterised by a buoyant determination to get the best for your business.

**Committed to Transparency** We are committed to honest, open, prompt communication at every point in the relationship.

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## PAYROLL SOLUTIONS

We provide simple weekly to complex payroll solutions for PAYE workers, limited company contractors, umbrella companies and internal staff. This includes checking sophisticated online solution or paper timesheets, calculating income tax, NI liabilities, holiday allowances and pensions and worker payroll enquiries, p45s and P60s.



## PROCESS & RISK MANAGEMENT SOLUTIONS

Not all business is good business and losing money is not what you work for. Our consistent and robust processes minimise exposure to risk, including new client credit check and due diligence, Terms of Business contract review and advice, and ongoing risk analysis.



## OUR SERVICES

### INVOICING & CREDIT CONTROL

Our single data entry point is effective and efficient. From client set-up, generating invoices and matching to timesheets, emailing or posting them chasing payment and debt collection, we provide an end-to-end solution.



### MANAGEMENT INFORMATION & INDUSTRY INSIGHT

Most businesses don't make the right decisions because they don't have the key information.

Our industry leading technology provides real-time data and reporting. As industry experts, we monitor changing industry legislation, market developments and innovations to ensure your business is compliant and well informed.



# HOW MUCH ARE NON-FEE EARNING FUNCTIONS COSTING YOU?

It takes many skill sets and experience levels to fulfill all of the recruitment back office functions. From administrators, accounts receivable staff, risk assessors and management, the cost and resources required to deliver a professional and comprehensive function are significant. Simplicity cover these multiple roles to a high standard, saving you the time and cost to recruit, train and manage a team of non-fee earning staff. Let alone the time to recruit and manage their holiday, sickness etc.

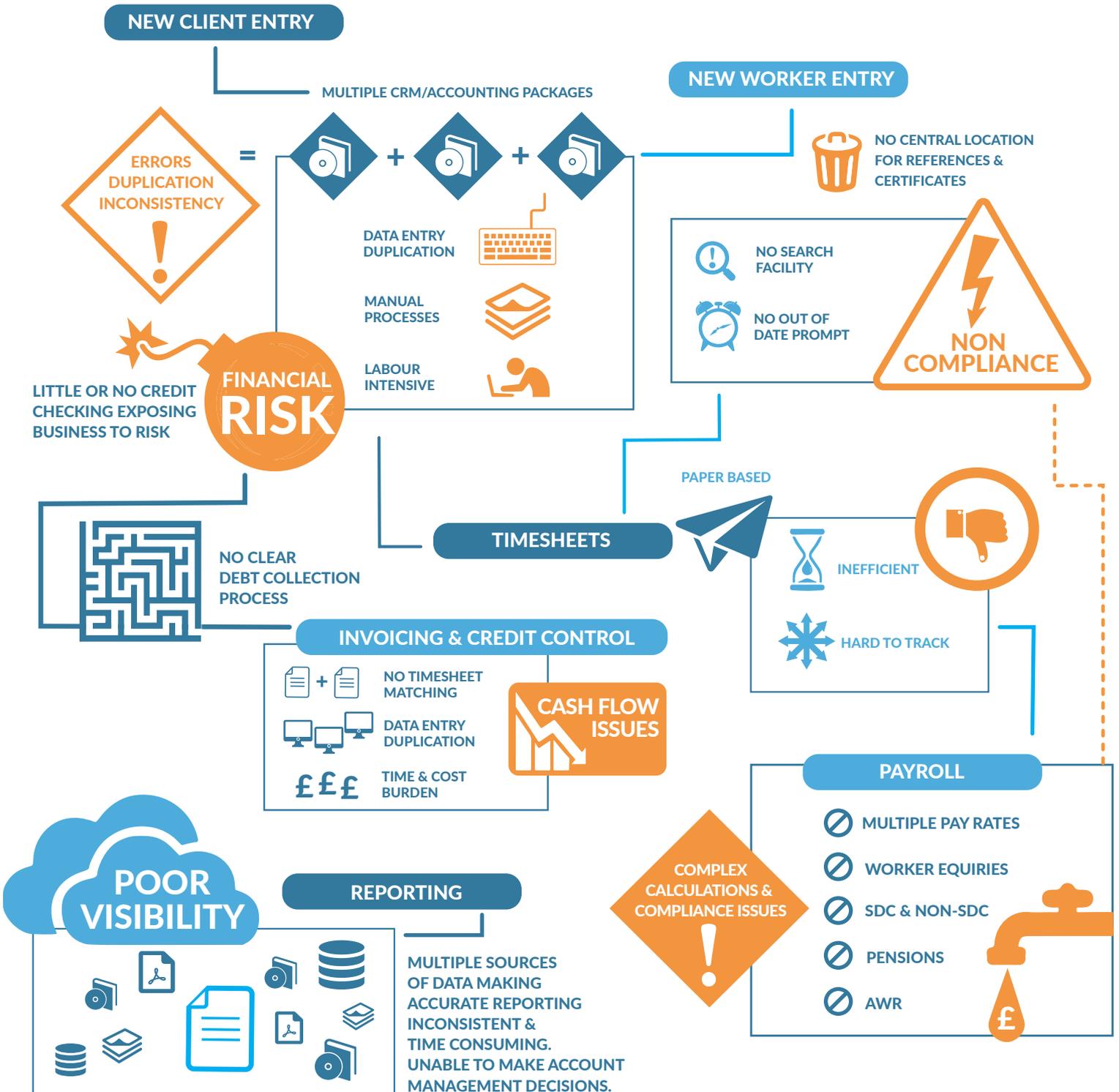
Whilst managing all of your back office processes in-house may feel like the right thing to do, the cost to your business is significant and could be vastly more than you realise. There will be costs that are apparent and the cost of risk is potentially business threatening.

However it doesn't end there. It's worth considering the less obvious costs. The cost of the business directors' time to manage the process, and deal with issues and queries. In addition there is the unquantifiable cost of opportunities lost whilst time is spent on these non-fee generating activities, both by directors and consultants. What is the cost of errors such as incorrect charge rates and timesheet/invoice discrepancies that may not be picked up? And what is your contingency plan if the staff member you rely on to manage your back office goes on holiday, is suddenly taken ill or leaves the business? These things can leave you exposed with very little notice if any.

It can be very revealing to consider in detail the true cost to your business of not outsourcing your back office functions to a recruitment specialist.

# TYPICAL PROCESS

A typical Recruitment back office process has multiple software packages, data entry duplication and lacks robust checks and balances to protect the business from risk. How closely does the model below reflect the processes and approach in your business?



# A PROCESS THAT DELIVERS



## PROFESSIONAL & ROBUST

An important factor in standing out and attracting the best candidates, clients and employees is the professional image you project. A solid, consistent back office process is key to the story your business sells.

## TIME TO FOCUS ON GROWTH

Spend less time on administration and more time on building your business: high value client relationships, more, better quality candidates and new business development.

## BUSINESS EQUITY

Create a solid and future-proofed business that will continue to grow in value. Whether you plan to exit your business or seek further investment at a later stage, a robust, flexible business infrastructure will help you achieve your goals.

## A SCALABLE MODEL

Why pay for something you don't use? And it isn't capable of managing the changes in your business when you need them week by week. Not only can you manage costs with a 'pay as you use' model, you will also have a system and proven process that will grow with you. Whether it's 10s or 1000s of transactions, Simplicity has the infrastructure in place to expand infinitely with your business.

# REAL RESULTS FOR A SECURE FUTURE

## CASE STUDY: Enjoy Recruitment

Enjoy Recruitment invest a huge amount of time in innovative recruitment methodologies, close candidate relationships and career support, and a truly consultative approach to their clients. But to do all of these things consistently well takes time.

Claire Townsend, Co-Founder of Enjoy, says, 'We wouldn't be able to deliver our business vision and stick to our principles quite so doggedly if it weren't for our partnership with Simplicity.'

At Simplicity we pride ourselves on being our Partners' number one supporter. Our ultimate goal is to support their growth and success by making the business of recruitment more manageable for them.

Like with all recruitment businesses, Enjoy Recruitment is underpinned by a busy and demanding back office process: 'Simplicity give us a feeling of total security. By managing all of our back office functions in a seamless, transparent and collaborative way, we feel in control of our business operations but we're not swamped by day-to-day demands,' says David Townsend Co-Founding Partner. 'We have complete confidence in our cash flow and can breathe easy knowing we always meet all of our compliance and legislative obligations.'

When asked if he would recommend Simplicity to anyone else, Mr Townsend simply replied, 'Without hesitation.'

# OUR STORY

Simplicity is the go to Growth Partner for recruitment businesses. We help you achieve Faster, Smarter Growth by providing the critical tools needed to run successful and profitable long-term businesses.

Over the last 12 years, Simplicity has developed game-changing solutions for Permanent and Temporary/Contract recruitment businesses. From start-ups to established agencies, we help business looking for sustainable growth. Our solutions provide you with cash flow security, reduction of fixed overheads and the ability to invest time and resources in growth activities.

## INDUSTRY LEADING TECHNOLOGY

Simplicity's proven technology with fully integrated back office processes, allows you to access the secure cloud based system as and when you need it and to pay only for what you use.

## PROVEN TRACK RECORD

Simplicity combines a unique mix of specialist knowledge, processes, systems, technology and highly trained staff that already collects millions of pounds of debt every week. We are a robust, experienced and successful payroll, credit management and the go to Growth Partner for the recruitment industry.

## SIMPLE & ROBUST PROCESSES

A thorough process has been developed and perfected over more than a decade working with a huge variety of recruitment businesses large and small. From thorough client checks, to review and advice on terms of business, our approach focuses on minimising risk and maximising efficiencies for your business.

## RECRUITMENT EXPERTISE

Simplicity has an enviable and substantial history of supporting growth and driving innovation in the Recruitment industry. Our team of directors has a combined 70+ years experience of recruitment finance. We invest heavily in the development of our IT and training of our experienced, dedicated staff.

# ABOUT SIMPLICITY

Managing Director, David Thornhill began his 27-year career as a payroll clerk for Staff UK, before going on to write the first ever software model of its kind for the temp recruitment market, integrating payroll, invoicing, sales ledger, funding and comprehensive management reporting.

It's this history and heritage that enable Simplicity to truly understand the critical needs and requirements of successful recruitment businesses today.





# GET IN TOUCH

TO FIND OUT MORE ABOUT **SIMPLICITY'S**  
**BACK OFFICE SOLUTIONS**

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