

# Why choose a VA?



	Employee	VA
Salary (Minimum Wage)	£23,492	£30 ph as required
Annual NI contributions	£2,773.20	×
Minimum 3% Pension Contribution	£705	×
Sick Leave	✓	×
Maternity Leave	✓	×
Compassionate Leave	✓	×
Annual Leave	✓	×
Training Days	✓	×
Training Courses	✓	×
Equipment	✓	×
Share of Overheads	✓	×
Share of Software Licences	✓	×
Unproductive time	✓	×

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	Employee	VA
<b>Salary (Minimum Wage)</b>	£23,492	-
<b>Hourly Rate</b>	£12.21	£30
<b>Hours paid per year</b>	1,924	As Requested
<b>Minimum Annual Leave hours per year</b>	207.2	0
<b>Bank Holiday hours in 2025</b>	59.2	0
<b>Sick Days</b>	57.72	0
<b>Unproductive hours per year</b>	400	0
<b>Training Hours per year</b>	22.2	0
<b>Total hours worked per year</b>	1,177.8	As Requested
<b>Actual hourly Rate per year</b>	£22.30	£30

Although the hourly rate for a VA may seem more expensive at first glance, when you take in to account all the additional costs and responsibilities of employees, a VA is, without a doubt, the most cost effective option.

# A Cost Effective Solution



## Why a £30 per hour VA could actually be a smarter choice for your business admin needs.

As of April 2025, minimum wage is going up to £12.21 per hour. However, that's not what an employee takes home and it's certainly not what an employer pays.

On top of that hourly rate an employer is charged Employers NI contributions (which rise to 15% in April from 13.8%). As well as pension contributions, which are a legal minimum of 3%.

Now, that still only takes you to £14 per hour - which is still less than half the cost of a VA. However, there are some other factors that need to be taken into account:

- VA's on average take half the amount of time to do the work of an employee - it's in our interest to be proactive and not drag our heels!
- VA's have multiple clients - we don't rush but we definitely don't waste time. The work we do is not overshadowed by particular clients - each client is equally important to us.
- You can end our service at any point; there's no red tape. If we don't perform well for your business, we lose your business. Your business is our business!
- Statistics show that employees waste approximately 15 minutes of every hour they're paid for! Some studies show 61% of employees admitting to that being as high as 30 minutes. We use Clockify to document all our hours.
- A full-time position of 37 hours a week, 52 weeks a year equates to 1,924 working hours. Or does it? Employees are entitled to a minimum of 28 days paid holiday. There are 8 Bank Holidays in 2025. In 2023 (2024 figures aren't available at the time of writing this) the average number of sick days was 7.4 days per employee. So the 1,924 hours a year that you pay an employee to work has now gone down to 1,600 hours being worked (but 1,924 hours are still being paid for). Take off the 400 hours a year that employees waste and you're now paying your employee for 724 hours a year (which equates to 60 hours a month) that they aren't even working!
- There is also the chance of having to pay for staffing cover if a member of staff is out on training, compassionate leave, sick leave, annual leave, maternity leave, jury service etc, etc.

# A Cost Effective Solution



- Add in their portion of the costs toward; IT equipment purchases, maintenance and repair, software licences, training, Employer Liability Insurance, payroll fees, phone contracts, water rates, tea and coffee, toilet roll (the list goes on!).
- The price of recruiting them in the first place. For example, advertising costs, DBS checks and other pre-employment costs. Or the fees to the recruitment agency if you used one.

As you can see, it all gets very pricey, very quickly. Add to that the responsibility of being an employer. As well as your time spent shortlisting and interviewing people, doing appraisals, identifying training needs, perhaps warnings and disciplinarys, all the general headaches that come with employing people and the cost becomes more than just financial.

And the last thing to point out is - you have to pay your employee for the whole year, if that's what they're contracted for. If it gets quiet around Christmas, you still have to pay them. If they're off sick, you still have to pay them. If the work is just not there for a few months, but it will pick back up - that's right - you still have to pay them.

With a VA, you use us when you need us and you only pay for what we do. We manage our own training. Sick days aren't a thing - if we're in an agreement to carry out 20 hours of work a month for you - those 20 hours will be carried out. If the following month you don't need our services then you don't buy our services.

It's a 'pay for what you need' set up that works for both parties, and it's our job to alleviate the headaches of your day - not add to them!

With all that in mind, we're sure you can agree that £30 p/h is the most cost and time effective option for your business.