
Got Admin overflow? Get an Admin Elf, instead of yourself.



Services

Virtual Administration - Bookkeeping - Credit Control - Debt Collection - Cash Flow Forecasting - Budget Management - Payroll - GST/PAYE Reporting and Filing - Client Database Management - Credit, Funding or Finance Application Forms - Fleet Management - Asset Registration - Supplier price comparisons - and so much more!

Benefits of The Admin Elf vs an in-house employee

- The Admin Elf only charges for the time it actually takes to do the work, so there is no costly down time, when things get quiet.
- No paying for sick days, annual leave, statutory holidays, kiwisaver or ACC.
- IRD registered tax agents, certified ICNZB bookkeepers and Xero advisors. As such, we are expertly trained and highly skilled accounts administrators, held accountable to high professional standards, as set by our associations.
- Payroll professionals, we are also members of the NZPPA who are experts at interpreting the Holiday's Act to provide the right advice for any payroll situation.
- Our team, work from home, so no overhead costs are required for computers, desk space, power, internet, water, tea or coffee.
- Experienced and skilled credit controllers, with the human touch. We will get to the bottom of any late payment issues and assist with swift debt collection processes.
- Expertly prepared end-of-year handover to your accountant, reducing their workload and your accountancy bills.
- Dedicated, resourceful, tech savvy and able work from anywhere. Our flexibility means we are always available for when urgent admin pops up unexpectedly.
- Check out our website for more info and click the link below, to book a chat at your convenience. <https://calendly.com/adminelf/>