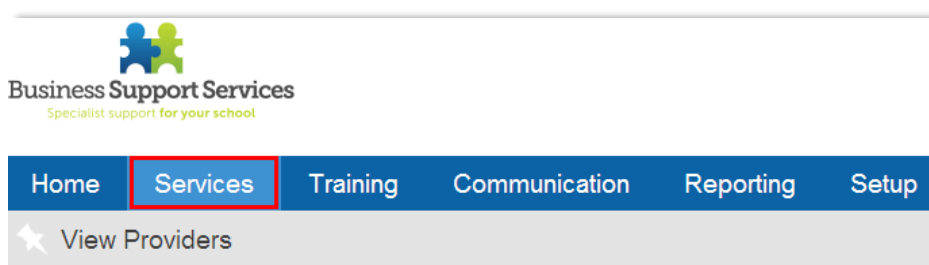




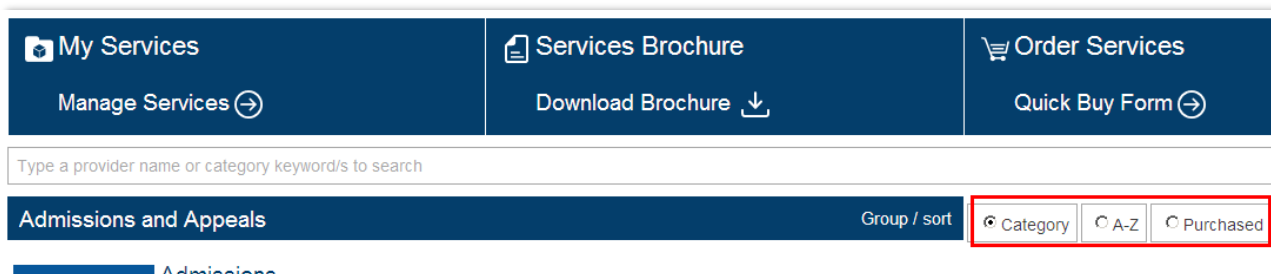
## Help sheet: How to find out more about a service

If you want to find out more details about what a particular package offers or need contact details for someone in that service.

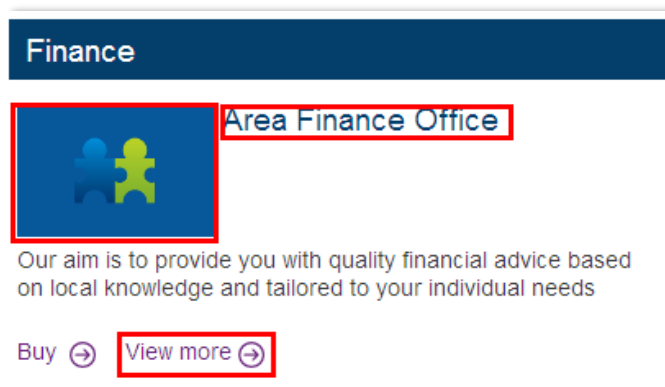
1. Go to [www.businesssupportservices.org](http://www.businesssupportservices.org) and log in (see the help sheet on logging in if you need support).
2. Click on **Services** on the blue menu bar at the top.



3. The services are in categories. You can order them by A-Z or by which ones you have purchased if you prefer.




4. Scroll down to find the service that you are interested in. Click on the icon, the service name or View more. This will take you to that service homepage.



5. On the service homepage you will find details about that service under **Introduction**, **Benefits** and **More Details**. You can download the Service Level Agreements which have full details of everything included under **Documents**. If you have any further questions you can get in touch with someone from that team – you can find contact details in the purple box at the top.

## Area Finance Office (AFO)



### Buy / Manage

[Contact provider](#) →

[Manage services](#) →

### Contacts

To talk to us about the finance service:  
Phone: 01452 425123  
or  
Email: [afo@gloucestershire.gov.uk](mailto:afo@gloucestershire.gov.uk)

*Our aim is to provide you with quality financial advice based on local knowledge and tailored to your individual needs*

### Introduction

Providing you with quality financial advice, tailored to your individual school, as well as support and guidance to head teachers, bursars and school administrators. We offer flexible support options to suit your varying needs.

[view more](#) ↓

### Benefits

A service tailored to your needs at a price you can afford

- Consistency
- Not for profit
- Flexible support options
- No hidden extras

[view more](#) ↓

### Documents

2015-16 Academic... Authent...

2015-16 Maintaine... Authent...

2015-16 Maintaine... Authent...

[View more](#) ↓

### More Details

- Regular site visits from experienced staff
- Advice on setting and monitoring expenditure budgets
- Assistance with the production and update of salary projections to aid budget setting and monitoring
- Telephone helpline providing assistance with operation of FMS6, school finance and budgeting matters

[view more](#) ↓

### Terms

Please see our standard terms and conditions when you go to your shopping basket. The Service Level Agreement contains any specific terms and conditions for this service.

[view more](#) ↓

6. A list of all the packages with a short description is available further down the page under **Packages & Services**.

### Packages & Services

[Options for 2014/15](#)

**Terms and Conditions 1 Year Contract - £969.85**

Use dates: 01/04/2014 to 31/03/2015

Comprehensive HR records administration package including maintenance of employee records, access to online employer advisory helpline.

**Terms and Conditions 2 Year Contract with 3% Discount for E-forms - Year 1 - £937.25**

Use dates: 01/04/2014 to 31/03/2015

Please see our other help sheets

How to log in

How to run a report (including GL codes)

How to use quick buy