

# TRO.plc

## Employer Support Services



**The Rowan Organisation is proud to announce the launch of our new services which will be available to new customers and businesses across England and Wales.**

**This includes bespoke, high quality and affordable:**

- **Recruitment Support**
- **Payroll Support**
- **DBS checks and Safeguarding Information**
- **Managed Accounts**



**The Rowan Organisation has been a leading provider of support in relation to Direct Payments and Personal Health Budgets for over 30 years. We are now building on our success and expanding into the private market to assist employers and businesses across England and Wales.**

The Rowan Organisation is a Registered Charity, No. 1017932 and a Company Limited by Guarantee, Registered in Cardiff No. 2783681

Our services will now be available to new customers and businesses, and will be delivered from our Head Office Base at:

**The Rowan Organisation  
Unit 7  
Collier Way  
Coventry  
CV7 8HN**

...and from our Bilingual Welsh Office at:

**The Rowan Organisation  
Unit D1  
Llys Y Dderwen  
Parc Menai  
Gwynedd  
LL57 4BL**

Read on for more information about how we can support you.....



## **Payroll Service**

The Rowan Organisation can support individuals and businesses with all necessary payroll requirements, including:

- HMRC registration and liaison, including RTI and end of year submissions.
- Gross & Net pay, tax and national insurance calculations
- Payslips via post or email
- Annual leave calculations
- Pension Auto Enrolment registration including initial and repeat declaration of compliance and ongoing Auto Enrolment support.
- HMRC Compliance checks
- Payroll Audit Reports

This support can be delivered in English or Welsh and information can be provided in a range of accessible formats.

For more information, please contact our National Information Service on 02476 642947 or email

[info@therowan.org](mailto:info@therowan.org)



## **Recruitment Support**

**Our Recruitment Service can offer a number of different options to support the recruitment needs of individuals and businesses.**

- **We subscribe to an invaluable Recruitment Portal which enables us to advertise vacancies on a number of different platforms, including Indeed, for a very competitive rate.**
- **We can support you with recruitment documentation including Adverts, Job Descriptions and Person Specifications.**
- **We will advertise your vacancy and act as a holding service for applications until the closing date, when your applications will be forwarded electronically for you to follow your chosen selection process.**
- **We can also offer advice around shortlisting and interview techniques in order to support you to appoint the ideal candidate.**
- **This support can be delivered in English or Welsh and information can be provided in a range of accessible formats. For more information, please contact our National Information Service on 02476 642947 or email [info@therowan.org](mailto:info@therowan.org)**



### **DBS Vetting Service**

**The Rowan Organisation is a registered Vetting Agency. This means that we can make an application for an Enhanced Disclosure on an employers behalf and subsequently indicate whether an individual is a suitable candidate to employ.**

**A disclosure is a document containing details of the information being held about someone by the police and government departments.**

**We are not at liberty to disclose details of any convictions but we can assess a candidate's past history, risk assess any previous activity and then confirm the applicant's suitability for employment.**

**This support can be delivered in English or Welsh and information can be provided in a range of accessible formats. For more information, please contact our National Information Service on 02476 642947 or email [info@therowan.org](mailto:info@therowan.org)**

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### **Managed Accounts**

**We can provide individual PFS (Prepaid Financial Solutions) Accounts for all your accounting needs.**

**You will have a bespoke account number for each individual account, into which we can receive income and make all authorised payments, including salary and HMRC costs and other costs such as rent, insurance etc.**

**We can monitor account activity and alert you of any concerns and we can provide you with online access so that you have immediate viewing of the account activity at any time.**

**The accounts are regulated and authorised by the Financial Conduct Authority.**

**This support can be delivered in English or Welsh and information can be provided in a range of accessible formats.**

**For more information, please contact our National Information Service on 02476 642947 or email**

**[info@therowan.org](mailto:info@therowan.org)**