Print PDF eBook

Stop Chasing Invoices: How Your Virtual PA Can Solve the UK’s Late Payment Crisis for Your Small Business

For first class professional & administrative support for your business

Enquire today



The UK’s late payment crisis is not just a business inconvenience; it is a fundamental threat to the operational health and survival of Small and Medium-sized Enterprises (SMEs).

For the entrepreneur who wears every hat—from CEO to janitor—the hours spent chasing overdue invoices are hours stolen from growth, strategy, and even personal life.

The statistics are stark. Recent data shows that nearly two-thirds of invoices sent by UK small businesses are paid late. This pervasive issue costs the UK economy an estimated £11 billion per year and contributes to approximately 50,000 business closures annually. When you are owed an average of £21.4K in unpaid invoices, as many SMEs are, the problem is no longer administrative—it is existential.

This is where the strategic support of a Virtual Personal Assistant (Virtual PA)

transforms from a simple administrative convenience into a critical financial safeguard. By implementing a proactive, professional, and systematic approach to credit control, a Virtual PA can effectively insulate your business from the worst effects of the late payment crisis.

The True Cost of Late Payments: Beyond the Balance Sheet

Before exploring the solution, it is essential to understand the full weight of the problem your business is facing:

Impact Area	Description	Financial/Operational Consequence
Cash Flow Volatility	Unpredictable income makes budgeting, investment, and payroll planning impossible.	Forces reliance on expensive overdrafts or loans to cover shortfalls.
Lost Productivity	Time spent chasing payments is time taken away from revenue-generating activities.	The equivalent of several weeks of lost work per year for the business owner.
Mental Health Strain	Financial stress and uncertainty lead to anxiety, burnout, and poor decision-making.	Research shows late payments can cause significant mental health issues for business owners.
Growth Stagnation	Inability to invest in new staff, equipment, or marketing due to locked-up capital.	Hinders the ability to scale and take advantage of market opportunities.

How a Virtual PA Transforms Your Credit Control

A Virtual PA does not just send a reminder email; they implement a comprehensive, professional credit control system that is both firm and relationship-focused. This systematic approach is the key to solving the late payment problem.

1. **Pre-emptive Setup and Due Diligence**

The best defence against late payment starts before the invoice is even raised.

- Contract and Terms Review: Your Virtual PA ensures your terms of business are clear, legally sound, and explicitly state payment deadlines, late payment

penalties, and debt recovery procedures. They can flag any client contracts that deviate from your standard terms.
- Client Onboarding: They establish the correct contact person for finance and accounts payable before work begins, ensuring the invoice goes to the right desk immediately.
- System Integration: They integrate your invoicing software (e.g., Xero, QuickBooks, Sage) with their credit control process, setting up automated, scheduled reminders that are customised to your brand voice.

2. **The Professionalised Payment Schedule**

Consistency and professionalism are the hallmarks of effective credit control. Your Virtual PA manages the entire lifecycle with precision:

Stage	Virtual PA Action	Rationale
Invoice Issuance	Immediate, accurate invoicing with all necessary details (PO number, VAT, clear due date).	Eliminates common excuses for late payment, such as “missing information.”
Pre-Due Date Reminder	A friendly email or call 3-5 days before the due date, confirming receipt and asking if there are any queries.	Proactive problem-solving; addresses any issues before they become a late payment.
Day-After Reminder	A polite, firm email on the day after the due date if payment has not been received.	Establishes a clear boundary and expectation of timely payment.
Escalation (7-14 Days)	A formal letter or email referencing your terms and the Late Payment of Commercial Debts (Interest) Act 1998.	Demonstrates legal knowledge and a serious approach, often prompting immediate action.

3. **Leveraging UK Legislation: The Power of the Late Payment Act**

A key advantage of a professional Virtual PA is their understanding of the Late Payment of Commercial Debts (Interest) Act 1998. This UK legislation grants small businesses the statutory right to claim:

- Statutory Interest: Interest on the unpaid amount at 8% over the Bank of England base rate.
- Compensation: A fixed sum for the cost of recovering the debt (£40 to £100, depending on the debt size).

Your Virtual PA can be trained to reference this legislation in polite, professional correspondence, shifting the dynamic from a polite request to a formal legal matter. This small, professional step is often all it takes to move your invoice to the top of the client's payment queue.

4. **Strategic Reporting for Financial Health**

A Virtual PA provides you with the data you need to make informed decisions about your clients:

- Debtor Days Report: A weekly or monthly report showing the average number of days it takes each client to pay. This helps you identify and mitigate risk with slow-paying customers.
- Aged Debt Analysis: A clear breakdown of outstanding invoices by age (e.g., 1-30 days, 31-60 days, 60+ days). This allows you to focus your energy on the most critical debts.

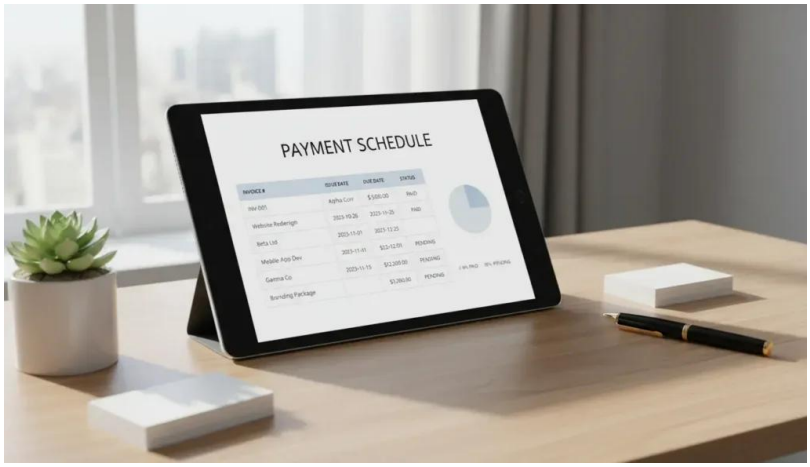
Conclusion: Reclaiming Your Time and Capital

The UK late payment crisis is a systemic problem, but your response to it does not have to be chaotic. By delegating the entire credit control function to a Virtual PA, you achieve two critical goals:

1.Financial Stability: You professionalise your cash flow management, reducing debtor days and the need for expensive short-term financing.

2.Productivity Gain: You reclaim the hours spent on tedious, stressful chasing, allowing you to focus on the high-level work that truly grows your business.

A Virtual PA is not an expense; they are an investment in the financial resilience and peace of mind of your small business. Stop chasing invoices and start focusing on the future.



Contact us to discuss your needs

Our most recent posts

Virtual PA Services offers a wealth of useful information related to its services. We have prepared several articles that might help you to make the right decision when it comes to hiring a Virtual PA.



September 26, 2026

[Going to CHS? Don't Bring Your Admin Problems With You]

Heading to CHS Manchester? Whether you’re attending to discover new suppliers or exhibiting to meet potential clients, the value of...

Read more



September 16, 2026

[Why Surveyors Need Virtual PA Support: Managing Calls, Appointments and Reports]

Surveying is rarely a desk-based profession. Whether you are carrying out a building inspection, valuing a property, measuring land, advising...

Read more



August 14, 2026

The True Cost of Missed Calls for UK Dental Practices

For a busy dental practice, a missed call can seem insignificant. The receptionist may be helping a patient, taking a…

Read more