NOVEX ID

RECRUITMENT BACK-OFFICE & FINANCIAL MANAGEMENT

Better operations. Stronger financial performance.

Fully managed back-office operations, specialist accountancy and independently sourced invoice finance, powered by our own recruitment software.

Giving recruitment agencies the convenience of factoring, with greater financial visibility and control, lower operating costs and more room to grow.

INTRODUCTION

Specialist financial expertise & digital infrastructure, built into your business.

Recruitment businesses are built on commercial expertise, but managing the financial and operational demands behind them requires an entirely different set of specialist skills and understanding.

Traditional back-office arrangements often separate operational processing from financial reporting, making it harder to see the complete financial position of a business. Novex was designed to bring those functions together, connecting day-to-day financial information with the insight needed to make better commercial decisions.

By combining recruitment-specialist chartered accountants, experienced operational teams and proprietary technology, Novex gives agencies a clearer understanding of their true financial position, with an efficient operating model designed to keep costs proportionate as they grow.

A DIFFERENT OPERATING MODEL

Three areas of expertise with one connected approach.

Rather than relying on separate providers for software, operations and accountancy, Novex brings recruitment-specialist chartered certified accountants, experienced operational teams and proprietary technology directly into your business. Our connected approach provides the infrastructure, financial oversight and support to improve performance and grow with confidence.

01 / INFRASTRUCTURE

NVH3 Software

CRM & ATS, candidate onboarding, compliance, bookings, timesheets, payroll preparation, invoicing and reporting.

02 / OPERATIONS

Novex Operations

Payroll processing, invoicing, credit control, funding coordination, weekly commercial reporting and cash-flow oversight.

03 / ACCOUNTS

Chartered Accountancy

Bookkeeping, VAT and tax compliance, statutory accounts, management accounts, forecasting, profitability analysis and specialist financial advice.

YOUR BUSINESS. YOUR CONTROL.

Your business stays yours while we handle the pressure.

Your banking facilities, insurance policies and client relationships remain in your name, under your control. Novex is embedded within your team, managing agreed back-office functions while you retain ownership of your business and commercial decisions.

We review existing funding and insurance arrangements, recommending alternatives where they could improve your commercial position. There is no requirement to change providers simply because you work with Novex.

BUILT AROUND OUR OWN TECHNOLOGY

Technology provides the visibility while specialists provide the expertise.

Our proprietary NVH3 software connects recruitment and back-office processes, making operational and financial information visible in one place. This reduces administration and gives our specialists more time to interpret the data, identify issues and make informed recommendations.

BUILT AROUND YOUR BUSINESS

Choose the support you need.

Choose the services that suit your agency and adapt as your requirements change. With 30 days' notice for standalone Software and Accountancy, and 90 days for Operations and Software provided alongside Operations, you have the flexibility to adapt as your business evolves.

01 / NVH3 INFRASTRUCTURE SOFTWARE

One platform. Your entire recruitment operation.

NVH3 brings front-office recruitment and back-office operations together in one complete system. From candidate sourcing, CRM and ATS functionality through to compliance, bookings, timesheets, payroll preparation and invoicing, the entire recruitment workflow is connected within one platform.

With core functionality built in, information moves directly between processes, reducing duplication, delays and the cost of maintaining separate systems.

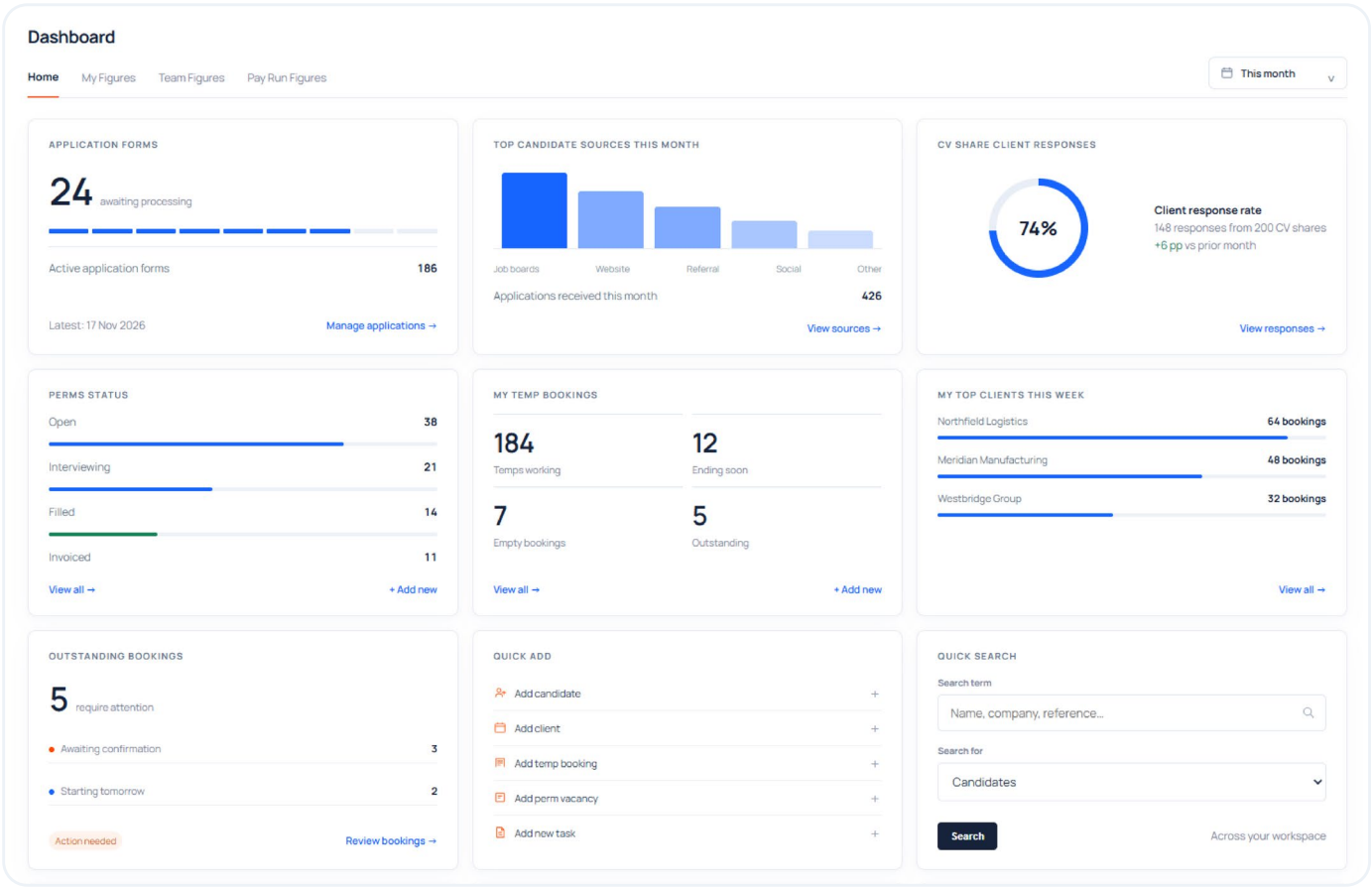
Integrations extend that visibility into financial performance, bringing margins, cash flow and operational pressures into view so agencies can identify risks earlier and make more informed commercial decisions.

THE PLATFORM IN ACTION

Your full recruitment operation, in a live view.

From applications and candidate activity to permanent placements, temporary bookings and outstanding actions, NVH3 brings the information your team needs into one clear view.

ILLUSTRATIVE FIGURES



ONE INFRASTRUCTURE

Connected from front office to back office.

With recruitment activity, operational tasks and financial information connected, teams can see what needs attention without searching across multiple systems.

Less time finding information means more time acting on it.

THE PLATFORM IN DETAIL

Comprehensive by design. Connected in practice.

From candidate sourcing to financial oversight, NVH3 brings the tools and information behind a recruitment business into one connected platform.

01 / CRM & RECRUITMENT

Candidate & client CRM	Advanced CV searching
Last-active candidate filters	Geolocation search
ATS-tracked shortlists	CV submission portal
Sales pipeline tracking	Permanent placements
Website job feeds	Candidate journals
Activity-tracked profiles	Candidate tagging
Bulk client emails	Companies House search
Sourcing & cost-to-place	Pre-booking pipeline

02 / COMPLIANCE & ONBOARDING

Candidate registration	Mass onboarding
Right-to-work checks	Client compliance
AWR monitoring	Document expiry alerts
Contract document control	Document storage
References & qualifications	Custom branded HTML forms
Candidate & client portals	Compliance dashboard
Candidate status tracking	Bespoke client forms
Onboarding workflows	Digital documentation

03 / WORKFORCE & BOOKINGS

Interactive temp scheduler	Candidate calendar availability
Temporary bookings	Booking templates
Advanced temp workflows	Custom workflow configuration
Mass allocations	Pay & charge rates
Rate checks & approvals	Temp booking limiters
Assignment history	Automated hours alerts
Two-way interest emails	Worker availability
Holiday pay tracking	Starter & leaver records

04 / TIMESHEETS & PAYROLL

Digital timesheets	Manual timesheets
Interactive timesheet dashboard	Automated validation
Client timesheet approvals	Timesheet amendments
Payroll dashboard	PAYE calculator
Pay file production	Payroll data exports
Approved-hours reporting	Pay rate approvals
Self-billing	Intermediary reports
Payroll preparation	Connected payroll systems*

05 / BILLING & FINANCE

Permanent invoicing	Temporary invoicing
Invoice customisation	Credit notes & adjustments
Real-time credit control*	Aged-debt visibility*
Facility headroom*	Gross profit visibility*
Margin reporting*	Financial reporting*
Accounting integration*	Client billing records
Funding availability*	Client rates & charges
Invoice status tracking	Credit monitoring*

06 / REPORTING & SYSTEM CONTROL

Customisable dashboards	Advanced custom reports
Consultant target tracking	Team performance figures
Sourcing metrics	System usage tracking
Login event monitoring	User permission controls
Task notifications	Email & SMS messaging
Message templates	Outlook email integration
Calendar & Teams integration	Event email automation
White-label options	Built-in user guides

BUILT AROUND THE WORKFLOW

Less administration and more time recruiting.

NVH3 is designed around the way recruitment teams work. Connected processes, built-in checks and automated actions reduce repeated data entry, unnecessary handovers and time spent managing separate systems.

** Financial and accounting information is made visible within NVH3 through integration with the agency's accounting software and other connected platforms. Available data depends on the integrations configured.*

FLEXIBLE BY DESIGN

Start with the software, grow into the service.

Use NVH3 on its own, introduce Novex Operations when you're ready, or bring the two together from the outset. The platform works around the support your agency needs.

NVH3 THREE WAYS

01 / STANDALONE

NVH3 software

£80

+ VAT / user / month

The complete platform for agencies managing their own operations and existing providers.

02 / MOBILISATION

Moving to Operations

£60

+ VAT / user / month
Preferential mobilisation rate

Get your team onto NVH3 while preparing to transition to Novex Operations.

03 / OPERATIONS

NVH3 + Operations

Included

No additional NVH3 software charge

NVH3 is included as part of your Novex Operations service.

NVH3 / ENVIRONMENT SETUP

GETTING STARTED

Your NVH3 environment, set up by the next working day

We can set up your NVH3 environment by the end of the next working day. We recommend running it alongside your existing systems and providers during their notice periods, giving your team time to familiarise themselves with the platform and reducing disruption as you switch.

NEXT / NOVEX OPERATIONS

The right foundations for a controlled handover.

Moving to a new back-office provider is a significant operational decision, particularly for an established recruitment agency. Our approach is designed to minimise disruption while giving both teams time to prepare.

We recommend introducing NVH3 first, configuring workflows around your business and familiarising your team with the platform before beginning the mobilisation of Novex Operations. This allows us to establish the right foundations for a controlled handover.

Standalone NVH3 subscriptions have a 30-day notice period. Onboarding, migration, infrastructure and third-party charges, where applicable, are agreed separately. Mobilisation pricing and service arrangements are subject to the applicable terms.

02 / NOVEX OPERATIONS

The expertise to compete & infrastructure to grow.

Winning new business is only part of building a successful recruitment agency. The margins you retain, the cost of funding and the way your back office operates all influence which opportunities are commercially worthwhile.

Novex Operations brings experienced operational teams, specialist financial expertise and connected technology directly into your business. Together, they help you manage day-to-day operations efficiently, protect margins and pursue opportunities with greater confidence.

From payroll and credit control to funding coordination, compliance and financial oversight, we work as an extension of your team. We don't just manage processes; we interpret the numbers, identify commercial pressures and help you act before they affect profitability.

OPERATIONS IN DETAIL

Comprehensive in scope & managed in detail.

From payroll and invoicing to funding administration and commercial reporting, Novex brings the people, processes and financial oversight together to keep your back office running effectively.

01 / COMPLIANCE OVERSIGHT

Compliance monitoring	Right to Work status
Missing document alerts	Compliance exceptions
Processing safeguards	NVH3 compliance visibility

02 / TIMESHEETS & PAYROLL

Timesheet validation	Hours & rate checks
Timesheet exception checks	Payroll processing
PAYE & statutory payroll	Pensions & payroll reports

03 / INVOICING & CREDIT CONTROL

Invoicing & credit notes	Debtor ledger management
Statements & reminders	Credit control follow-up
Aged debt & collections	Payment reconciliation

04 / BANKING & FUNDING

Facility administration	Funding provider liaison
Banking & payments	Cash position monitoring
Funding headroom	Funding reviews

05 / COMMERCIAL REPORTING

Turnover & pay costs	Gross margin analysis
Worker volumes & hours	Debtor days & balances
Cash flow & funding	Commercial exceptions

06 / OPERATIONAL MANAGEMENT

Workflow coordination	Payroll & invoicing oversight
Agency & provider liaison	Query & exception handling
Action & processing tracking	Operational service reviews

YOUR AGENCY. OUR OPERATIONAL SUPPORT.

More control behind every decision.

Your agency retains control of its relationships, approvals and commercial decisions. Novex provides the operational expertise, checks and financial visibility behind them.

YOUR OPERATIONAL & FINANCIAL ADVANTAGE

Lower costs are just the beginning.

01 / NVH3 SOFTWARE

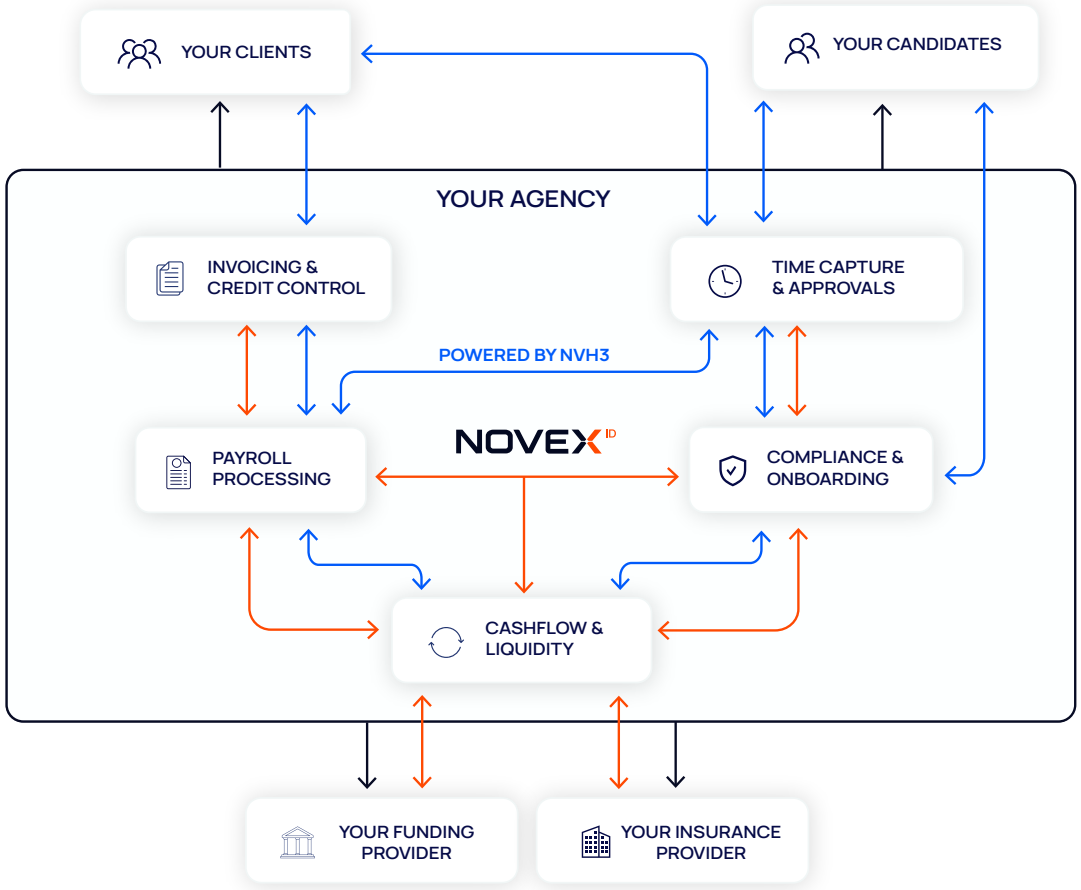
The technology to run your agency.

Digitally connected recruitment, communications, compliance, timesheets and invoicing.

02 / NOVEX OPERATIONS

The specialists behind your operations.

Payroll, credit control, funding coordination and financial management and oversight.



Your agency. Your relationships. Your decisions.

Novex manages your agreed back-office operations behind the scenes, with operational communications handled under your agency's identity through NVH3 and white-labelled email. We coordinate with your recruiters where candidate follow-up is needed and liaise directly with funding, insurance and other service providers, while you retain control of your relationships and commercial decisions.

THE COMMERCIAL INVESTMENT

Specialist operations without the fixed overhead.

MORE THAN PROCESSING

Financial expertise built into your weekly operations.

Novex combines experienced operational teams, connected technology and financial oversight through a straightforward, turnover-based fee. Your costs move with your business, rather than adding fixed salaries and overheads.

Alongside day-to-day operations, specialist accounting expertise informs regular reviews of cash flow, borrowing, debtor exposure and commercial performance. We identify emerging pressures, investigate their causes and help you make decisions that protect margins and improve profitability.

OPERATIONS / THREE ESSENTIALS

01 / NVH3 SOFTWARE	02 / CONTRACT TERMS	03 / OPERATIONS FEE
NVH3 with Operations	**Notice & handover**	**Operations management**
Included	**3 months**	**0.35–0.65%**
No additional NVH3 seat fee	contractual notice period	of gross turnover
Infrastructure upgrades and applicable third-party costs are charged separately.	Provides time for an orderly exit and handover of operational responsibilities.	Variable pricing based on agency size and facility management complexity.

Final fees and service scope are agreed individually and set out in the service agreement.

From day-to-day operations to informed financial decisions. The same specialist expertise can extend into your accounts.

03 / NOVEX ACCOUNTANCY

Financial clarity to build a stronger business.

Growing turnover is one measure of success. Understanding what you earn, what you retain and how your business is performing is what allows you to build lasting value.

Recruitment agencies face distinctive financial challenges, from fluctuating margins and borrowing costs to complex payroll liabilities and tax obligations. Effective accountancy goes beyond compliance, helping you understand what's driving financial performance, identify opportunities and plan ahead.

Novex Accountancy brings recruitment-specialist Chartered Certified Accountants into your business, combining professional financial expertise with an understanding of how agencies operate. From bookkeeping and statutory reporting to management accounts, forecasting and commercial advice, we help you make informed decisions, improve profitability and build lasting value.

THE SERVICE IN DETAIL

Comprehensive by design & configured around you.

From day-to-day records to statutory reporting, tax and financial insight, Novex provides a broad range of accountancy services for recruitment agencies. Your engagement is tailored to the work you actually need.

01 / BOOKKEEPING & RECORDS

Sales & purchase ledgers	Bank reconciliations
Receipts & expenses	Customer & supplier accounts
Payroll journals	Accruals & prepayments
Fixed assets & depreciation	Directors' loan accounts
Xero accounting records	Dext document processing

02 / VAT & INDIRECT TAX

VAT registration	VAT deregistration
Quarterly VAT returns	Making Tax Digital filings
VAT coding reviews	Supporting record checks
Payment advice & deadlines	Routine HMRC correspondence

03 / ANNUAL ACCOUNTS & CORPORATION TAX

Statutory accounts	Companies House filings
Year-end adjustments	Director approval schedules
Corporation tax computations	CT600 returns
Capital allowances	Tax estimates & deadlines

04 / MANAGEMENT & FINANCIAL REPORTING

Monthly / quarterly accounts	Profit & loss reporting
Balance sheet & cashflow	Budget variance analysis
Budgets & forecasts	Working-capital reporting
Debtor & creditor analysis	Finance review meetings

05 / PAYROLL & COMPANY ADMINISTRATION

PAYE registrations	Weekly / monthly payroll
PAYE, NI & RTI filings	Pensions & auto-enrolment
Payslips, P45s & P60s	P11D reporting
Confirmation statements	Company record changes
Statutory registers	Company incorporations

06 / PERSONAL TAX & SPECIALIST SUPPORT

Director Self Assessment	Sole trader tax returns
Salary & dividend advice	Routine business tax planning
Capital expenditure advice	HMRC enquiry assistance
Accounting system migration	Bookkeeping clean-up
Finance application support	Bespoke reporting & analysis

Everything you need, with nothing you don't.

From bookkeeping and statutory accounts to management reporting, forecasting and tax, your service is tailored to your agency's requirements. Work with Novex Accountancy independently or alongside our Operations team.

THE COMMERCIAL APPROACH

The right support, on your terms.

Your accountancy requirements will change as your agency develops. Whether you need essential compliance support or more detailed financial reporting and advice, we agree the scope around your business, with clear responsibilities and no unnecessary services or costs.

ACCOUNTANCY / THREE ESSENTIALS

01 / SERVICE SCOPE	02 / HOW YOU WORK WITH US	03 / CONTRACT TERMS
Built around your agency	**Standalone or combined**	**Notice and handover**
Tailored	**Your choice**	**30 days**
Agreed individually	Independent or alongside Operations	Standalone Accountancy
Select the services you need. Management accounts and additional reporting can be included or excluded to suit your requirements.	Engage Novex Accountancy on its own, or connect it with your wider Novex Operations support.	Three months' notice when Accountancy is provided alongside Operations, supporting an orderly transfer of responsibilities.

Fees and the services included are agreed individually and recorded in your Accountancy Services Schedule and commercial agreement.

04 / WORKING WITH NOVEX

One connected approach. Built around your business.

Whether you need recruitment software, specialist accountancy, outsourced operations or a combination of all three, Novex brings the right expertise and infrastructure into your business.

We make the transition straightforward, with a structured approach to onboarding, clear responsibilities and support from the people who will work with you day to day.

A PARTNERSHIP FROM THE OUTSET

We're with you from day one.

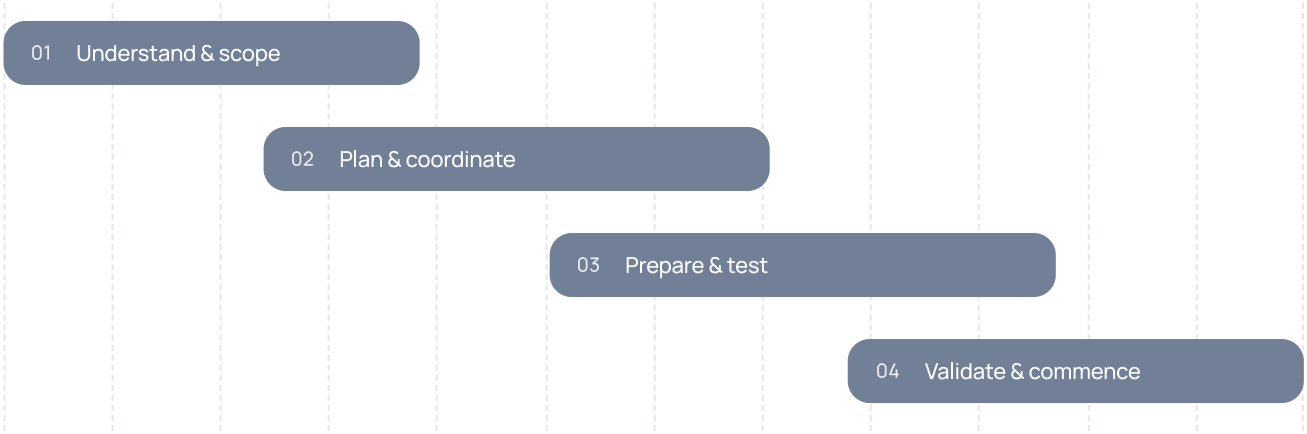
Working with Novex means bringing experienced people into your business, not simply handing a function to an outside provider. We become part of your team, bringing the expertise to manage complex transitions and support your business from day one.

Whether you're changing funding facilities, introducing NVH3 or moving back-office responsibilities, we coordinate the detail, work with your existing providers and prepare your team. You choose how involved you want to be. We keep you close to the decisions that matter and take as much off your hands as you need.

For Operations and Accountancy clients, a dedicated point of contact gets to know your business, works closely with your team and brings in the right expertise when needed.

A managed transition, from first conversation to live service.

YOUR JOURNEY WITH NOVEX



01 / UNDERSTAND & SCOPE

Your starting point

Requirements and priorities

Review systems, funding, cash flow and workflows. Identify what needs to change and what must keep running.

02 / PLAN & COORDINATE

One managed plan

Funding, providers and scope

Agree responsibilities, prepare lender-ready accounts, model funding changes and coordinate relevant providers.

03 / PREPARE & TEST

Ready to operate

Systems, training and controls

Set up NVH3, migrate agreed data and train users. For Operations, your dedicated account manager coordinates controls and recommended parallel running.

04 / VALIDATE & COMMENCE

A controlled start

Checks and formal approval

Compare outputs, resolve differences and confirm readiness before the agreed transfer of responsibility.

NOVEX ID

RECRUITMENT BACK-OFFICE & FINANCIAL MANAGEMENT

COMPANY OVERVIEW / 2026