



For further information, please
refer to our guidance at
www.gov.uk/companieshouse

1 Company details

Company number 0 8 8 4 2 8 7 5

Company name in full TNK (Baker Street) Limited

→ Filling in this form

Please complete in typescript or in
bold black capitals.

2 Administrator's name

Full forename(s) Simon James

Surname Bonney

3 Administrator's address

Building name/number High Holborn House

Street 52-54 High Holborn

Post town London

County/Region

Postcode W C 1 V 6 R L

Country

4 Administrator's name ①

Full forename(s) Michael

Surname Kiely

① Other administrator

Use this section to tell us about
another administrator.

5 Administrator's address ②

Building name/number High Holborn House

Street 52-54 High Holborn

Post town London

County/Region

Postcode W C 1 V 6 R L

Country

② Other administrator

Use this section to tell us about
another administrator.

AM10

Notice of administrator's progress report

6 Period of progress report

From date	^d 3	^d 0	^m 0	^m 3	^y 2	^y 0	^y 2	^y 1
To date	^d 2	^d 9	^m 0	^m 9	^y 2	^y 0	^y 2	^y 1

7 Progress report

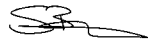
☒ I attach a copy of the progress report

8 Sign and date

Administrator's
signature

Signature

X



X

Signature date

^d 2	^d 8	^m 1	^m 0	^y 2	^y 0	^y 2	^y 1
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**Presenter information**

You do not have to give any contact information, but if you do it will help Companies House if there is a query on the form. The contact information you give will be visible to searchers of the public record.

Contact name **Sian Stokes**

Company name **Quantuma Advisory Limited**

Address **High Holborn House**

52-54 High Holborn

Post town **London**

County/Region

Postcode **W C 1 V 6 R L**

Country

DX

Telephone **020 3856 6720**

**Checklist**

We may return forms completed incorrectly or with information missing.

Please make sure you have remembered the following:

- ☐ The company name and number match the information held on the public Register.
- ☐ You have attached the required documents.
- ☐ You have signed the form.

**Important information**

All information on this form will appear on the public record.

**Where to send**

You may return this form to any Companies House address, however for expediency we advise you to return it to the address below:

The Registrar of Companies, Companies House,
Crown Way, Cardiff, Wales, CF14 3UZ.
DX 33050 Cardiff.

**Further information**

For further information please see the guidance notes on the website at www.gov.uk/companieshouse or email enquiries@companieshouse.gov.uk

This form is available in an alternative format. Please visit the forms page on the website at www.gov.uk/companieshouse

TNK (Baker Street) Limited

(In Administration)

("the Company")

In the High Court of Justice Business and Property Courts of England and Wales
Court Reference: CR-2020-003849

THE JOINT ADMINISTRATORS' PROGRESS REPORT

28 October 2021

Simon Bonney and Michael Kiely of Quantuma Advisory Limited, High Holborn House, 52-54 High Holborn, London, WC1V 6RL, were appointed Joint Administrators of TNK (Baker Street) Limited on 30 September 2020.

Both Simon Bonney and Michael Kiely are licensed to act as Insolvency Practitioners by the Insolvency Practitioners Association.

This report has been prepared for circulation solely to comply with the Joint Administrator's statutory duty to report to Creditors under the provisions of The Insolvency (England and Wales) Rules 2016 and for no other purpose. This report is intended for the statutory recipients. The report cannot be used or relied upon by any party other than for its intended statutory purpose.

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ABBREVIATIONS

For the purpose of this report the following abbreviations shall be used:

"the Act"	Insolvency Act 1986, as amended
"the Rules"	Insolvency (England and Wales) Rules 2016
"the Joint Administrators"	Simon Bonney and Michael Kiely of Quantuma Advisory Limited
"the Company"	TNK (Baker Street) Limited (In Administration)
"the Court"	High Court of Justice Business and Property Courts of England and Wales Court Reference: CR-2020-003849
"EOS"	Estimated Outcome Statement
"SIP"	Statement of Insolvency Practice (England & Wales)
"Review Period"	Period covered by the report from 30 March 2021 to 29 September 2021
"Whole Period"	Period covered by the report from 30 September 2020 to 29 September 2021

1. INTRODUCTION

Introduction

This report has been prepared to provide Members and Creditors with an update on the progress of the Administration of the Company since the last report dated 27 April 2021.

Please note that on 1 August 2020, Quantuma LLP transferred its business to Quantuma Advisory Limited

Given the information previously provided to Members and Creditors in earlier reports, detailed background information in respect of the Company has not been included and this report focusses on the progress of the Administration subsequent to those reports.

The Joint Administrators' proposals were approved by deemed consent on 27 November 2020. A formal notice confirming this was sent to all creditors on 1 December 2020.

An extension to the period of Administration of 12 months was granted by the relevant creditors on 19 August 2021. The Administration is now scheduled to end on 29 September 2022.

A schedule of statutory information in respect of the Company is attached at Appendix 1.

Details of the appointment of the Joint Administrators

Simon Bonney and Michael Kiely of Quantuma Advisory Limited were appointed Joint Administrators of the Company on 30 September 2020.

The Joint Administrators confirm that they are authorised to carry out all functions, duties and powers by either one or both of them.

2. THE PROGRESS OF THE ADMINISTRATION

The Joint Administrators' Receipts and Payments Account

Attached at Appendix 2 is a Receipts and Payments account covering the Review Period together with a summary of the transactions in the Whole Review Period. In accordance with the requirements of SIP 7, the Joint Administrators confirm that the account has been reconciled with that held at the bank.

The rest of this report describes the key developments in the Administration over the Review Period. A summary is provided of the main asset realisations during the Review Period and an estimation of those assets yet to be realised, together with details of costs incurred but as yet remaining unpaid.

Administrative, Statutory & Regulatory Tasks

The Joint Administrators have met a number of statutory and regulatory obligations. Whilst many of these tasks have not had a direct benefit in enhancing realisations for the insolvent estate, they have assisted in the efficient and compliant progressing of the Administration, which has ensured that the Joint Administrators and their staff have carried out their work to high professional standards. Details of the tasks carried out during the Review Period are included in Appendix 4.

Realisation of Assets in the Review Period

There have been no asset realisations during the Review Period.

Estimated Future Realisations

The Company's only remaining asset is that of a VAT refund from HM Revenue & Customs for the period prior to the Administration. The VAT refund has previously been issued via cheque however, due

to being damaged, could not be banked. The Joint Administrators notified HM Revenue & Customs who advised that a replacement cheque had been issued.

Upon the replacement cheque not being received, HM Revenue & Customs were notified again and it has since transpired after protracted communication that the refund has been offset against the Company's pre-appointment arrears, leaving no surplus funds for the estate.

The Joint Administrators are seeking advice as to the current position and a further update will be provided in due course.

3. CREDITORS: CLAIMS AND DISTRIBUTIONS

Secured Creditors

The Company did not have any outstanding fixed or floating charges as at the date of appointment and therefore does not have any secured creditors.

Preferential Creditors

The Joint Administrators are not aware of any preferential claims that may arise.

Prescribed Part

Under Section 176A of the Insolvency Act 1986, where after 15 September 2003 a company has granted to a creditor a floating charge, a proportion of the net property of the company must be made available purely for the Unsecured Creditors. This equates to:

- 50% of net property up to £10,000;
- Plus, 20% of net property in excess of £10,000.
- Subject to a maximum of £600,000.

The prescribed part provision does not apply as there is no debt due to any secured creditor.

Unsecured Creditors

Unsecured claims were estimated at £1,206,731.18 in the Director's Estimated Statement of Affairs and, to date, 8 claims have been received from unsecured creditors totalling £1,185,048.63.

Once the costs of the Administration are discharged, it is not anticipated that there will be sufficient asset realisations to enable a dividend to be paid to unsecured creditors.

4. OTHER MATTERS AND INFORMATION TO ASSIST CREDITORS

Investigations

As previously advised, the Joint Administrators have completed their investigation and have not identified any further assets or actions which might lead to a recovery for creditors.

Although this work did not generate any financial benefit to Creditors, it was necessary to meet the statutory duties as well as conduct appropriate enquiries and investigations into potential rights of actions to enhance realisations.

Further Information

To comply with the Provision of Services Regulations, some general information about Quantuma Advisory Limited, including the complaints policy and Professional Indemnity Insurance, can be found at <http://www.quantuma.com/legal-information>.

Information about this insolvency process may be found on the R3 website here <http://www.creditorinsolvencyguide.co.uk>>.

General Data Protection Regulation

In compliance with the General Data Protection Regulation, Creditors , Employees, Shareholders, Directors and any other Stakeholder who is an individual (i.e. not a corporate entity) in these insolvency proceedings is referred to the Privacy Notice in respect of Insolvency Appointments, which can be found at this link <http://www.quantuma.com/legal-notices>.

5. ETHICS

Please note that the Joint Administrators are bound by the Insolvency Code of Ethics when carrying out all professional work relating to an insolvency appointment. Further information can be viewed at the following link <https://www.gov.uk/government/publications/insolvency-practitioner-code-of-ethics> Additionally the Joint Administrators are also bound by the regulations of their Licensing Bodies.

General Ethical Considerations

During the Review Period, no new threats to compliance with the Code of Ethics have been identified.

Specialist Advice and Services

When instructing third parties to provide specialist advice and services or having the specialist services provided by the firm, the Joint Administrator is obligated to ensure that such advice or work is warranted and that the advice or work contracted reflects the best value and service for the work undertaken. The firm reviews annually the specialists available to provide services within each specialist area and the cost of those services to ensure best value. The Joint Administrators have not utilised the services of any specialists during the Review Period.

6. PRE-ADMINISTRATION COSTS

Included within the Joint Administrators' Proposals dated 13 November 2020 was a Statement of Pre-Administration Costs.

These costs were approved on 27 November 2020 as detailed below:

Party Instructed	Amount approved (£)	Date approved	Date paid
Quantuma Advisory Limited (Time Costs)	1,280.50	27 November 2020	Not yet paid.
Quantuma Advisory Limited (Disbursements)	59.00	27 November 2020	Not yet paid.
Total Approved	£1,339.50		

7. THE JOINT ADMINISTRATORS' FEES AND EXPENSES

A copy of 'A Creditors Guide to Administrators' Fees' effective from 1 April 2021 together with Quantuma Advisory Limited's current schedule of charge-out rates and chargeable expenses, which includes historical charging information, may be found at <https://www.quantuma.com/guide/creditors-guide-fees/>.

A hard copy of both the Creditors' Guide and Quantuma Advisory Limited's current and/or historic charge-out rate and expenses policies may be obtained on request at no cost.

The Joint Administrators' Fees

The basis of the Joint Administrators' fees was fixed on 27 November 2020 by a resolution of creditors as follows:

1. That the Joint Administrators' fees be fixed by a set amount of £22,500.00 plus VAT for the Administration.

In accordance with this resolution, fees totalling £20,000.00 plus VAT have been drawn.

We believe this case generally to be of average complexity and no extraordinary responsibility has to date fallen upon us as Joint Administrators to date save for the protracted communication with HM Revenue & Customs regarding the pre-appointment VAT refund monies.

For a detailed schedule of work undertaken by the Joint Administrators during the Review Period and for the period of the Administration as a whole, see Appendix 3. A detailed narrative list of the work undertaken during the Review Period is provided at Appendix 4.

Joint Administrators' Expenses

An amended Statement of Insolvency Practice 9 (SIP 9), was issued on 1 April 2021. The amended SIP 9 has changed some of the terminology and introduced additional disclosure requirements. The information below may therefore not reflect the information previously provided.

The expenses, which include disbursements that have been incurred and not yet paid during the Review Period and the Whole Period are detailed below. This includes a comparison of the expenses likely to be incurred in the Administration as a whole with the original expenses estimate, together with reasons where any expenses are likely to exceed that estimate.

Expenses	Original expenses estimate £	Actual expenses incurred in the Review Period £	Actual expenses incurred to date £	Reason for any excess (if the expenses are likely to, or have, exceeded the original estimate)
Category 1 Expenses:				
Legal costs – Joelson LLP	1,500.00	0.00	0.00	
IT Costs – AADD Limited	1,000.00	0.00	0.00	
Pension Agents' Fees	0.00	0.00	425.00*	Required in order to ensure that all historic pension matters had been dealt with.
Advertising	169.20	0.00	84.60	
Bank Charges	25.00	0.00	0.00	
Bond Premium	135.00	0.00	135.00	
Stationery and Postage	1,500.00	47.15*	1,165.30*	
Insurance	224.00	0.00	224.00	

Expenses	Original expenses estimate £	Actual expenses incurred in the Review Period £	Actual expenses incurred to date £	Reason for any excess (if the expenses are likely to, or have, exceeded the original estimate)
Category 2 expenses:				
Photocopying	500.00	0.00	0.00	Please be advised that, whilst it was originally envisaged that these expenses would be charged to the estate as Category 2 disbursements, this has no longer been allowed since 1 April 2021
TOTAL	5,053.20	47.15	2,033.90	

*Incurred but not yet paid.

Details of the expenses paid in the Review Period and the Whole Period are shown in the Receipts and Payments account at Appendix 2.

On 27 November 2020 creditors agreed that Category 2 disbursements could be drawn. Please note that some Category 2 expenses that have previously been approved and their estimated costs or basis of their cost provided as part of the expenses estimate may not be discharged from the estate from 1 April 2021. These are indicated in the table above.

Cost to Closure

Having regard for the costs that are likely to be incurred in bringing this Administration to a close, the Joint Administrators consider that the original expenses estimate is unlikely to be exceeded.

Sub Contracted Work

The Joint Administrators have not sub contracted any work out during the Review Period.

Payments to Associates

The Joint Administrators have not made any payments to associates during the Review Period.

Other Professional Costs

The Joint Administrators have not made any payments to instructed professionals during the Review Period. In any event, all professional costs are reviewed and analysed before payment is approved.

Creditors' right to request information

Any Secured Creditor, or Unsecured Creditor with the support of at least 5% in value of the Unsecured Creditors or with permission of the Court, may request in writing the Joint Administrators to provide additional information regarding remuneration or expenses to that already supplied within this report. Such requests must be made within 21 days of receipt of this report.

Creditors' right to challenge remuneration and/or expenses

Any Secured Creditor, or Unsecured Creditor with the support of at least 10% in value of the Unsecured Creditors or with permission of the Court, may apply to the Court for one or more orders, reducing the amount or the basis of remuneration which the Joint Administrators are entitled to charge or otherwise challenging some or all of the expenses incurred.

Such applications must be made within 8 weeks of receipt by the applicant(s) of the progress report detailing the remuneration and/or expenses being complained of.

Please note that such challenges may not disturb remuneration or expenses disclosed in prior progress reports.

Future of the Administration

The Joint Administrators seek to resolve the dispute regarding the pre-appointment VAT refund being offset. Once this matter is resolved, the unpaid costs of the Administration can be discharged and the Administration can be brought to a close.

Should you have any queries in regard to any of the above please do not hesitate to contact Sian Stokes on 020 3856 6720 or by e-mail at sian.stokes@Quantuma.com.

A handwritten signature in black ink, appearing to be 'S Bonney', with a long horizontal stroke extending to the right.

Simon Bonney
Joint Administrator

TNK (BAKER STREET) LIMITED (IN ADMINISTRATION)

STATUTORY INFORMATION

Company Name	TNK (Baker Street) Limited
Trading Address	4th Floor, 50 Hans Crescent, London, SW1X 0NA
Proceedings	In Administration
Date of Appointment	30 September 2020
Joint Administrators	Simon Bonney and Michael Kiely Quantuma Advisory Limited High Holborn House, 52-54 High Holborn, London, WC1V 6RL
Registered office Address	c/o Quantuma Advisory Limited High Holborn House, 52-54 High Holborn, London, WC1V 6RL
Company Number	08842875
Incorporation Date	13 January 2014

TNK (BAKER STREET) LIMITED (IN ADMINISTRATION)

THE JOINT ADMINISTRATORS' RECEIPTS AND PAYMENTS ACCOUNT AS AT 29 SEPTEMBER
2021

TNK (Baker Street) Limited
(In Administration)
Joint Administrators' Summary of Receipts & Payments

Statement of Affairs £		From 30/03/2021 To 29/09/2021 £	From 30/09/2020 To 29/09/2021 £
	ASSET REALISATIONS		
Uncertain	Property	NIL	NIL
	Bank Interest Gross	NIL	0.25
Uncertain	Book Debts	NIL	NIL
NIL	Cash at Bank	NIL	NIL
NIL	Equipment and Tools	NIL	NIL
17,777.78	Furniture & Equipment	NIL	17,777.78
NIL	IT Equipment & Software	NIL	NIL
NIL	Stock	NIL	NIL
18,333.74	VAT Refund	NIL	NIL
		<u>NIL</u>	<u>17,778.03</u>
	COST OF REALISATIONS		
	Insurance of Assets	NIL	224.00
	Joint Administrators' Post App Fees	NIL	20,000.00
	Mailing Agents' Fees	NIL	30.00
	Postage	NIL	27.98
	Specific Bond	NIL	135.00
	Stationery	NIL	584.30
	Statutory Advertising	NIL	84.60
		NIL	<u>(21,085.88)</u>
	UNSECURED CREDITORS		
(1,206,731.18)	Trade & Expense Creditors	NIL	NIL
		<u>NIL</u>	<u>NIL</u>
	DISTRIBUTIONS		
(1.00)	Ordinary Shareholders	NIL	NIL
		<u>NIL</u>	<u>NIL</u>
<u>(1,170,620.66)</u>		<u>NIL</u>	<u>(3,307.85)</u>
	REPRESENTED BY		
	Bank 1 Current		75.33
	Vat Receivable		4,172.38
	Vat Payable		(3,555.56)
	Trade Creditors		(4,000.00)
			<u>(3,307.85)</u>

Notes to the Receipts and Payments Account:

VAT Basis

Receipts and payments are shown net of VAT, with any amount due from HM Revenue and Customs shown separately. The Company is currently in a VAT receivable position of £616.82 after set off.

APPENDIX 3

TNK (BAKER STREET) LIMITED (IN ADMINISTRATION)

SCHEDULE OF THE JOINT ADMINISTRATORS' TIME COSTS DURING THE REVIEW PERIOD AND THE
WHOLE PERIOD

Time Entry - SIP9 Time & Cost Summary

6007317 - TNK (Baker Street) Limited
Project Code: POST
From: 30/03/2021 To: 29/09/2021

Classification of Work Function	Partner	Manager	Other Senior Professionals	Assistants & Support Staff	Total Hours	Time Cost (£)	Average Hourly Rate (£)
Admin & Planning	3.30	0.90	5.30	1.40	10.90	3,758.00	344.77
Case Specific Matters	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Cashiering	0.00	0.00	1.80	0.50	2.30	499.50	217.17
Closing Procedures	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Creditors	0.00	1.00	8.10	0.00	9.10	2,553.50	280.60
Investigations	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Pre Appointment	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Realisation of Assets	0.40	0.80	0.30	0.00	1.50	602.50	401.67
Trading	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Hours	3.70	2.70	15.50	1.90	23.80	7,413.50	311.49
Total Fees Claimed						0.00	
Total Disbursements Claimed						900.87	

Time Entry - SIP9 Time & Cost Summary

Category 2 Disbursements

6007317 - TNK (Baker Street) Limited
Project Code: POST
From: 30/03/2021 To: 29/09/2021

Other amounts paid or payable to the office holders firm or to party in which the office holder or his firm or any associate has an interest.

Transaction Date	Type and Purpose	Disbursement Category	Amount
27/04/2021	Stationery: Stationery - Month 15 Accurate Mailing	Category 2	1.20
15/07/2021	Stationery: Stationery - Month 18 Accurate Mailing	Category 2	0.90
12/08/2021	Stationery: Stationery - Month 19 Accurate Mailing	Category 2	0.85
Total			2.95

Time Entry - SIP9 Time & Cost Summary

6007317 - TNK (Baker Street) Limited
Project Code: POST
To: 29/09/2021

Classification of Work Function	Partner	Manager	Other Senior Professionals	Assistants & Support Staff	Total Hours	Time Cost (£)	Average Hourly Rate (£)
Admin & Planning	4.90	6.80	17.30	2.90	31.90	10,617.50	332.84
Case Specific Matters	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Cashiering	0.00	0.20	4.80	3.10	8.10	1,694.00	209.14
Closing Procedures	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Creditors	1.30	5.40	18.30	0.00	25.00	8,027.00	321.08
Investigations	0.30	0.00	4.60	0.00	4.90	1,480.50	302.14
Pre Appointment	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Realisation of Assets	1.80	3.70	1.90	0.00	7.40	3,074.00	415.41
Trading	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Hours	8.30	16.10	46.90	6.00	77.30	24,893.00	322.03
Total Fees Claimed						20,000.00	
Total Disbursements Claimed						1,673.18	

Time Entry - SIP9 Time & Cost Summary

Category 2 Disbursements

6007317 - TNK (Baker Street) Limited
Project Code: POST
To: 29/09/2021

Other amounts paid or payable to the office holders firm or to party in which the office holder or his firm or any associate has an interest.

Transaction Date	Type and Purpose	Disbursement Category	Amount
08/10/2020	Stationery: Stationary - Accurate Mailing invoice 85581	Category 2	579.00
01/10/2020	Stationery: Stationery during lockdown - Accurate Mailing	Category 2	2.80
04/11/2020	Stationery: Stationery during lockdown - Accurate Mailing Month 8	Category 2	2.50
13/11/2020	Stationery: Stationery during lockdown - Accurate Mailing Month 9	Category 2	6.90
27/04/2021	Stationery: Stationery - Month 15 Accurate Mailing	Category 2	1.20
15/07/2021	Stationery: Stationery - Month 18 Accurate Mailing	Category 2	0.90
12/08/2021	Stationery: Stationery - Month 19 Accurate Mailing	Category 2	0.85
		Total	594.15

APPENDIX 4

TNK (BAKER STREET) LIMITED (IN ADMINISTRATION)

DETAILED NARRATIVE LIST OF WORK UNDERTAKEN BY THE JOINT ADMINISTRATORS DURING THE REVIEW PERIOD

Description of work undertaken	May include:
<u>ADMINISTRATION & PLANNING</u>	
General Administration - Dealing with all routine correspondence and emails relating to the case.	
Case strategy & completing file reviews every 6 months.	Discussions regarding strategies to be pursued Meetings with team members and independent advisers to consider practical, technical and legal aspects of the case Periodic file reviews Periodic reviews of the application of ethical, anti-money laundering and anti-bribery safeguards Maintenance of statutory and case progression task lists/diaries Updating checklists
VAT & Corporation Tax matters and returns.	Preparation and filing of VAT Returns Preparation and filing of Corporation Tax Returns
<u>CREDITORS</u>	
Dealing with creditor correspondence, emails and telephone conversations.	Receive and follow up creditor enquiries via telephone Review and prepare correspondence to creditors and their representatives via email and post
Dealing with HMRC claims	
Annual/Progress Reports	Preparing, circulating and filing progress reports. Disclosure of sales to connected parties
<u>REALISATION OF ASSETS</u>	
Debtors	Liaising with HMRC regarding pre-appointment VAT refund under dispute.
<u>CASHIERING</u>	
Maintaining and managing the Office Holders' cashbook and bank account.	Requesting bank statements Correspondence with bank regarding specific transfers Maintenance of the estate cash book
Dealing with cheque requisitions	Issuing cheques/BACS payments
Dealing with deposit forms	Banking remittances
Bank Reconciliations	

Description of work undertaken	May include:
Preparing & Filing statutory Receipts & Payments accounts	Preparing and filing statutory Receipts and Payments accounts at Companies House

Current Charge-out Rates of the staff who have worked on the case

Time charging policy

Support staff and executive assistants do not charge their time to each case except when the initial set up is being performed or when a sizeable administrative task or appropriate ad hoc duty is being undertaken.

Support staff include secretarial and administrative support.

The minimum unit of time recorded is 6 minutes.

Rates may have been subject to periodic increase.

Grade of Staff	Charge out rate from 15 June 2020
CEO/Managing Director	£480.00 - £580.00
Appointment Taking Director	£400.00 - £500.00
Director	£370.00 - £475.00
Senior Manager	£340.00 – £415.00
Manager	£310.00 - £375.00
Assistant Manager	£275.00 – £335.00
Senior Administrator	£235.00 – £285.00
Administrator	£200.00 – £240.00
Assistant Administrator	£135.00 - £160.00
Case Accountant	£135.00
Junior Administrator	£100.00 - £115.00
Support Staff/Executive Assistant	£100.00 – £135.00