Talent Bridge Hr Solutions – Personnel Budget

Ana Rita Martins* Letícia Lopes* Monica Carlos* Adalmiro Pereira** Tânia Teixeira**
*ISCAP-P Porto
**ISCAP-P Porto teacher, CEOS member

Abstract: TalentBridge HR Solutions is an organization that positions itself as an HR consultancy focused on supporting small and medium-sized businesses.
Throughout this work, the business will be framed, presenting the idea, characterizing the company, and its objectives. In the development phase, the focus will be on identifying the Human Resources requirements and completing the IAPMEI payroll form, detailing salaries, allowances, and mandatory social security contributions. The profile of the HR Manager needed to lead the project will also be outlined.

Finally, the work presents a critical summary of the financial weight that the team represents in the budget, highlighting the importance of good HR management to avoid financial deviations.

Keywords: Personnel Budget; Salaries; Salary Deductions; Salary Allowances

I. Business Framework

1.1. Identifying the Idea

TalentBridge HR Solutions is a fictional company created in the field of Human Resources. The project consists of an HR consultancy primarily aimed at small and medium-sized enterprises that need support in managing their people but do not have a specialized internal department.

The company aims to provide services such as recruitment and selection, training, HR administrative management, employee onboarding, and support for team development.

The idea arose with the goal of creating a business closer to companies, offering simple, accessible solutions tailored to each client's needs.

1.2. Company Characterization

TalentBridge HR Solutions operates in the tertiary sector, more specifically in the area of human resources consulting and management.

The company will be located in Porto, initially operating through a hybrid model, combining remote work with the use of coworking spaces for meetings and customer service.

In terms of size, it is initially a micro-enterprise, but with prospects for gradual growth over the years.

- Initial company structure (2020):
- 1 Human Resources Manager; • 1 Human Resources Technician;
- 1 Administrative Assistant.

Over the years, the team is expected to grow:

- 2021: Hiring of a Sales Manager;
- 2022: Entry of Recruitment Technician;
- 2023: Entry of HR Development Technician;
- 2024: Entry of a second Administrative Assistant
- 2025: entry of Security Technician.

The main focus will be on supporting small businesses in the Northern region that need assistance with Human Resources-related processes.

1.3. Summary Presentation of the Project and Objectives
TalentBridge HR Solutions' main objective is to establish itself in the market as a close, flexible, and accessible HR consultancy for small and medium-sized enterprises.

The company aims to differentiate itself through personalized services and close relationships with clients, helping them improve the management of their teams and internal processes.

In the initial phase, the main focus will be on acquiring SME clients in the Northern region and consolidating recruitment, training, and HR administrative management services.

Operational objectives:

- Create a stable client portfolio;
- To guarantee quality and personalized service;
- Develop the company's digital presence;
- Gradually expand the services offered;
- Increase the team size in line with business growth.

Financial objectives:

- Recover your initial investment in 2 to 3 years;
- Achieving financial stability in the early years;
- To ensure the capacity to cover the team's salary costs;
- Gradually increase the company's profitability.

II. Identifying Assumptions

TalentBridge HR Solutions, despite being classified as a micro-enterprise, was conceived with a more developed organizational structure, prepared for gradual growth over the years. Initially, in 2020, the company will have three employees: a Human Resources manager and consultant, responsible for the overall management of the company, recruitment and selection, client contact, training, and team coordination; a Human Resources technician, focused on supporting recruitment processes, administrative management, and client follow-up; and an administrative assistant, responsible for document organization, customer service, schedule management, and operational support.

As the company grows its client base and expands the services it offers, it anticipates team growth. In 2021, a Sales Manager will be added to support client acquisition and company expansion. In 2022, the company will hire a Recruitment Technician to handle the increased number of selection processes. In 2023, a Human Resources Development Technician will join, focused on performance evaluation and employee development. In 2024, a second Administrative Assistant will be hired to strengthen the team's administrative capacity, and in 2025 a Health and Safety Technician will be added.

Regarding salaries, approximate values were defined taking into account the current reality of the Portuguese market for micro-enterprises in the Human Resources area. Thus, the HR manager and consultant will have a monthly base salary of approximately €1,300, the HR technician around €1,100, and the administrative assistant approximately €950 per month. The remaining employees integrated in subsequent years will have remuneration adjusted to their respective functions and professional experience.

The company will consider payment over 14 months, including holiday and Christmas bonuses, following standard practice in Portugal and complying with the legal obligations stipulated in the Labor Code. In addition, a meal allowance of €10.46 per working day will be provided, paid via meal card, as well as other mandatory charges such as social security contributions and workers' compensation insurance.

Throughout the years projected in the financial spreadsheet, gradual salary increases will also be considered, in order to keep pace with company growth, inflation, and employee appreciation. An average increase of between 2% and 3% per year is expected, seeking to balance employee motivation and retention with the need to maintain sustainable and responsible financial management during TalentBridge RH Solutions' growth phase.

2.1HR Manager Profile

The ideal candidate for Human Resources Management at TalentBridge HR Solutions should combine technical skills in the field of Human Resources with essential behavioral skills to manage teams, clients, and the company's growth effectively and sustainably.

At the level of technical skills (hard skills), it will be essential to have solid knowledge of Portuguese labor law, particularly in matters related to employment contracts, working hours, vacations, absences, social security, and workers' rights. It will also be important to have skills in payroll processing, salary calculation, social security contributions, and HR administrative management. In addition, the manager should understand recruitment and selection processes, professional training, performance evaluation, and employee development, as well as possess basic knowledge of financial management and digital tools used in the Human Resources area.

Regarding behavioral skills (soft skills), the manager must demonstrate leadership, communication, organizational, and responsibility abilities, as they will play a central role in coordinating the team and interacting with clients. Conflict mediation skills, empathy, flexibility, and adaptability will also be important, especially since the company is experiencing gradual growth and has a constantly evolving structure between 2020 and 2025.

At TalentBridge HR Solutions, the manager's role will not be focused solely on the administrative aspects of Human Resources, such as payroll processing or document management. On the contrary, it will also have a strong strategic component, participating in defining company objectives, recruiting new employees, retaining talent, and promoting team training and development.

As the company grows and increases its number of employees, the manager will also have the responsibility of ensuring a positive, motivating, and productive work environment, balancing the need to control costs with the importance of investing in people and the sustainable growth of the organization.
In this way, the HR manager will have a fairly comprehensive role within TalentBridge HR Solutions, balancing administrative tasks, team leadership, and strategic decisions that are fundamental to the success and sustainability of the project.

III. Conclusions

This work allowed us to understand the importance of financial management applied to Human Resources in the context of a company in its creation and growth phase. Through the analysis developed for TalentBridge HR Solutions, it was possible to verify that personnel costs represent one of the most significant components of the organization's budget, since they include salaries, allowances, mandatory social security contributions, and other costs associated with hiring and maintaining employees.

Although the company is initially a micro-enterprise, the projection shows that the gradual growth of the team implies a significant increase in fixed costs over the years. Even so, this investment proves necessary to guarantee the quality of services provided, customer satisfaction, and the company's ability to respond to increased demand. The progressive hiring of new employees was planned in a balanced way, seeking to keep pace with the growth of the business without compromising the financial sustainability of the project.

The financial analysis also revealed that efficient Human Resources management is fundamental to avoiding deviations from the initially planned budget. Costs related to high employee turnover, frequent recruitment and training processes, absenteeism, or low productivity can have a significant negative impact on the company's finances. For this reason, it becomes essential to invest in strategies for talent retention, motivation, continuous training, and the creation of a positive and stable work environment.

Another important aspect concerns the need to balance investment in employees with the organization's financial capacity. Although personnel costs represent a significant portion of the initial investment, Human Resources are one of the main factors in a company's success, especially in an area of activity focused on providing services and customer relations.

It can be concluded, therefore, that the sustainability and growth of TalentBridge RH Solutions will depend not only on its ability to attract clients and generate revenue, but also on how it manages its human and financial resources. Strategic and balanced people management will allow for cost control, increased productivity, and ensure the company's sustainable long-term development.

Bibliography

[1.] IAPMEI – Agency for Competitiveness and Innovation. (2026). IAPMEI. Retrieved May 19, 2026, fromhttps://www.iapmei.pt
[2.] Portugal. (2009). Law No. 7/2009, of February 12: Labor Code. Official Gazette.https://dre.pt/dre/legislacao-consolidated/law/2009-34546475