

Specification for UK-based Finance Department Outsourcing Provider

Become are an England-wide charity, based at home and in London, and our mission is to help children in care and young care leavers to believe in themselves and to heal, grow and unleash their potential. We work alongside them to make the care system the best it can be.

Our vision is that care-experienced people have the same chances as everyone else to live happy, fulfilled lives.

As a small charity with between 25-30 employees currently, we are seeking an outsourced finance provider to work alongside our Director of Finance and People to provide high-quality and effective support to the organisation.

General requirements

- A specialist provider that has a good track record of working with a number of similar charitable organisations, in terms of size and sector.
- A provider that uses accounting software flexible enough to handle restricted grants and organisational departments, so is not reliant on keeping separate records outside the nominal ledger.
- A provider that uses accounting software that can be accessed remotely by relevant, authorised persons within Become Charity.
- A provider that is compliant with all data protection and other legislation.
- A provider that has a big enough team to cover annual leave and sickness absences without a drop in service.
- A provider that will liaise efficiently with Become's chosen auditors directly.
- A provider that has a detailed understanding of UK Charity SORP.
- A provider that has a culture of transparency, accountability, and collaboration with Become.
- A provider that has a strong focus on Equity, Diversity and Inclusion in how it operates.

Specific requirements

Payroll

- To set up and run a monthly payroll, initially comprising 29 staff. Pay day is currently the 15th of the month.
- To supply payroll reports to the Director of Finance for approval in a timely fashion, so as to ensure staff and HMRC can be paid on time.
- To make all relevant filings to HMRC within the correct timelines.
- To supply payslips, end of year P60s, P45s, P11Ds and any similar forms to staff electronically as required.

Purchase Ledger

- To record purchase invoices on the ledger (currently around 350-400 per month), with accurate posting to nominal ledger codes, and departments and restricted grants, where appropriate.
- To ensure all invoices are authorised for payment in accordance with Become's procedures – authorisations should take place through an electronic system rather than by e-mail, if at all possible.
- To ensure that new supplier details are checked appropriately to reduce the risk of payment fraud.
- To raise payments for authorisation in a timely manner.
- To keep accurate VAT records and file quarterly returns to HMRC within the correct timelines, ensuring that payments are made to HMRC in accordance with their timescales.

VAT

- To undertake regular Partial Exemption calculations to ensure the correct proportions are being used.
- To have a detailed understand of charity VAT rules/reporting and provide advice and guidance to Become staff, as required.

Expense Cards – 15-20 Equals Money card currently

- To record expenses sheets submitted monthly by staff on the ledger along with backup paperwork.
- To reconcile expense cards with card statements monthly.
- To raise payments for card top-ups, as required.

Sales Ledger

- To raise sales invoices promptly (30-50 annually at present), when given authorisation by appropriate staff members.
- To ensure payment of invoices in accordance with the terms of agreement through efficient credit control.

Reporting

- To produce rolling 12-month cashflow forecasts on a monthly basis.
- To produce monthly management accounts within 10 working days of the month end.
- To assist with preparation of quarterly reporting packs to the Board of Trustees.
- To prepare year-end accounts ready for audit ground work within 6 weeks of the year end.
- To produce any other regular or ad hoc reports as required by the Director of Finance.
- To provide support to the Fundraising department with internal and external reporting of fundraising activities.
- To work with the Fundraising department to reconcile income figures regularly.

Budget Monitoring

- To provide support to the Director of Finance and People and attend monthly budget monitoring meetings, as required, ensuring that outturn forecasts are up-to-date and accurate.
- To track actual income and expenditure against the budget and provide variance analysis and recommendations for corrective actions.

- To alert the charity of any potential financial issues or challenges and propose solutions to address them.
- To give service managers access to online reporting so that they can track departmental income/expenditure on a real-time basis.
- The exact level of support offered regarding budget monitoring and forecasting can be discussed – it may be useful for the provider to set out what it can offer and the price impact of the options available.

Budgeting

- The provider will provide suggested methods/tools for budget setting/planning, although budget planning itself will be undertaken by the Director of Finance and People.

Governance

- The provider will submit accounts and required financial returns to Charity Commission and Companies House.

Restricted Funds

- The provider will track and monitor income and expenditure against restricted grant funding.
- The provider will work with the Director of Fundraising to track and forecast income, making journals/corrections as necessary to ensure best use of funds.

Current Situation

- Become currently uses an outsourced provider called SKS Business Services/SKS Ramon Lee.
- The financial ledger is Intuit QuickBooks Plus (but if there are better solutions Become is open to them).
- The financial year runs from 1 April to 31 March.
- Charity Commission registration number: [1010518](#)
- Companies House company number: [02700693](#)

Contract/Transition

- New contract is expected to commence from 1 October 2024 – the expectation is for a 1-year minimum contract with a rolling 3-month notice period but other contractual arrangements can be considered.
- New provider will need to arrange for transfer of data from existing provider.
- Provider will be given access to Become's SharePoint data, and can be set up with internal e-mail addresses if useful.
- Estimated value of contract: between £30,000 and £50,000 per annum.
- The contract is expected to be all-inclusive, unless there are specific and complex additional needs which are added at a later date.

Tender Process

Submitting Proposals

Proposals should be submitted by emailing david.partridge@becomecharity.org.uk with the subject [Your organisation name]: Finance Support to Become by 5.00pm on Wednesday 15 May 2024.

Your proposal should include commentary on:

- Your understanding of the brief.
- The approach and methodology you would take to meet the requirements of this brief.
- Details of the finance system and the technical solutions you will use to provide the service.
- Your experience in the charity sector.
- Your organisation's approach to EDI.
- Details of the staff members that you would expect to be involved in providing the service to Become.
- At least two reference charitable organisations who are willing to be contacted.
- A breakdown of costs including details of any revisions you may make to fees based on inflationary increases.

Should you wish to discuss the tender opportunity further in advance of submitting a proposal, please contact David Partridge, Director of Finance and People, on the above e-mail address.

Assessment Process

The reviewing panel will assess and score proposals against the criteria outlined above. While value for money is important, the added value that you are able to bring to Become in terms of experience and financial expertise will be strongly considered.

Timetable

- Tender to be issued: Tuesday 23 April 2024
- Tenders to be returned by: 5.00pm on Wednesday 15 May 2024
- Notification of shortlisted providers: Wednesday 22 May 2024
- Online interviews of shortlisted providers: Tuesday 4/Wednesday 5 June 2024
- Outcome to be notified: Thursday 20 June 2024
- The start date for onboarding is to be agreed with the new provider, subject to the go-live date of 1 October 2024 being achieved.