



Background

Nexus NI offer services and support to people who have been affected by sexual violence in any form with services delivered across Northern Ireland. These services include; counselling, training, education and support.

In order to maximise organisational capacity and potential, Nexus NI are looking for external support with regard to financial management and reporting within the organisation.

Specifically we would like suppliers to provide the following services:

Requirement

Monthly management accounts services including:

- Preparation of monthly management accounts and monthly review meeting with SMT to discuss financial position
- Preparation and submission of financial monitoring returns as and when required by Nexus (minimally quarterly) and relevant funders.
- Preparation of bi-monthly financial report for presentation at Nexus board including detailed variance analysis against budget. Nexus NI are happy to consider suggestions as to the best format to report financial detail to board.

Statutory (year-end) accounts services including monthly control accounts

- Prepare the full year end accounts including:
- Submission of final accounts in agreed Nexus NI format and in line with nexus NI timetable
- Preparation of an audit file of working papers and liaison with external auditor during the audit process
- Delivery of audit training for Nexus key staff to ensure procedures are clearly understood
- Coordination and attendance at an audit exit meeting with client and external auditors
- Presentation of the accounts at Nexus NI and risk committee/board as and when required
- Reconciliations of all balance sheet control accounts on a monthly basis to include bank reconciliations

Potential Additional Services, to be costed for which may not be include in final agreed work plan:

- Preparation of budget, in year financial forecasting. Preparation of client annual budget alongside CEO including:
- In year forecasting to monitor financial position to include quarterly meeting with SMT to communicate forecasted position and
- Meeting with and reporting to SMT and board as and when required
- Preparation and processing of monthly salaries.

Submission

Proposals should be submitted to CEO, Nexus NI, 119 University Street, Belfast. BT7 1HP by 12noon on **17th September 2018**.

Appointment will be followed by a meeting to discuss the brief and scope in wider detail. It is anticipated that this service will be offered and reviewed on an annual basis.

Costings

- Costs should be inclusive of all expenses, administration costs, travel and subsistence.
- Ongoing account management and regular progress meetings should also be included.
- In addition, please note that Nexus NI are not providing a budget for this service, rather are reliant on responders to demonstrate value and provide costs.
- We would also ask that responders provide an hourly rate that can be applied on an ad hoc basis depending on the needs of the organisation.
- A monthly breakdown of costs should be provided to Nexus NI for monitoring purposes.