



*Information, Counselling  
and Caring for those with  
Sickle Cell Disorders  
and their families*

*Charity Reg: 104 6631  
Company Reg: 284 0865  
[www.sicklecellsociety.org](http://www.sicklecellsociety.org)*

## **Invitation to Tender**

### **External Audit Services**

#### **Background Information**

The Sickle Cell Society (SCS/The Society) is a national charity, founded in 1979 by a group of healthcare professionals, individuals and families affected by sickle cell in the London Borough of Brent. The Society was later established under a Memorandum of Association with the objects and powers of a charitable company and is governed under its Articles of Associations, since 1993. Under those Articles, the Society is limited by guarantee not having a share capital. Each member of the Society is liable to contribute £1 towards the liabilities of the Society in the event of liquidation.

The Society's charity registration number is 1046631 and a registered company, number 2840865. The Head Office is located at 54 Station Road, London NW10 4UA.

The Chief Executive John James OBE heads a small team of paid staff in addition to a pool of volunteers, and is responsible with the Trustees for the strategic direction and for the day-to-day operational activities of the organization. The Chief Executive reports to the Chair of the Board.

The Sickle Cell Society invites tenders from suitable qualified and competent registered auditors with a high level of knowledge and understanding of the charity sector for the function of external audit. The external audit and services required will include but not limited to:

- Planning, management and execution of the annual audit of the Sickle Cell Society's Financial Statement and Trustee's report  
Provide technical advice on all aspects of accounting and financial reporting
- Updating the Trustees with changes in legislation and regulation. Reporting on external audit progress to The Sickle Cell Society's Management Team,

including attendance at Committee meetings and Board meetings if and when required and as appropriate

- Provision of advice to SCS Management in particular the Chief Executive, the Vice Chair & Treasurer plus the Finance & Administration Manager on accounting and financial matters
- Liaison and coordination with Finance & Administration Manager to ensure full exchange of information
- Submission of Financial Statement & Report to the Charity Commission and Companies House

### **Proposed Contract**

The contract will be for an initial three-year period commencing from 1 April 2020 and will be subject to annual appointment by the Board of Trustees at their annual general meeting, which takes place in July of each year.

### **Tender Requirement**

Tenders should include the following information:

- The fee for the first year of the contract period specifying what is included in the charge
- Costs should be provided on a per hour basis for any additional advice or services that may be required from time to time;
- An indication of the level of fees that would be charged in the subsequent periods of the contract;
- A schedule of hourly rates for each level of fee earning staff;
- CVs of senior staff such as the Audit Partner and Manager plus key supporting personnel who would conduct the external audit;
- An explanation of the external audit approach that would be used including the firm's policy in relation to maintenance of continuity of staff involved in the audit. Details of relevant experience within the charity sector and the business activities and issues addressed;
- Details of references that might be used by the Society;
- Details of any relevant services that may be appropriate to the needs of the Sickle Cell Society;

Shortlisted firms will be invited to an interview and/or to deliver a presentation to Sickle Cell Society interviewing Panel, consisting of Vice Chair/Treasurer, Chief Executive Officer and Finance & Administrative Manager

For further information or clarification please contact John James OBE - CEO, by email:- [john.james@sicklecellsociety.org](mailto:john.james@sicklecellsociety.org)

### **Deadline**

The deadline for responses to this tender is 5pm Monday 10 February 2020. Your tender proposal should be submitted via email or post marked confidential tender to:

[Miriam.williams@sicklecellsociety.org](mailto:Miriam.williams@sicklecellsociety.org) or FAO: Miriam Williams, Sickle Cell Society, 54 Station Road, London, NW10 4UA.

### **Assessment of Tenders**

Tenders will be assessed on the following criteria:

- Experience of providing comprehensive external audit services to the charity sector and demonstrable expertise in accounting for charities,
- Experience of advising charitable bodies with similar needs within the last three years and evidence of understanding the challenges and constraints within the sector
- The quality and experience of the proposed external Auditor
- The suitability of the audit approach
- The ability to provide the full range of services required for audit
- The firm's approach to customer service, quality assurance and environmental considerations.
- Value for money, particularly the added value that the audit process will bring to the organization.

A decision on appointment will be made soon after the interview/presentation`

The Sickle Cell society reserve the right not to accept the lowest of any tender.