

REQUEST FOR PROPOSAL FOR BOOKKEEPING SERVICES

Jersey Business invites individual finance professionals and firms to submit a proposal for part time bookkeeping services. We anticipate that we will require a day a week for an initial 12-month engagement with the option to renew depending on performance and organisational needs.

Interested parties should submit a brief proposal setting out their experience, qualifications, and indication of costs and attaching CVs of proposed personnel via email to Christine.Walwyn@Jerseybusiness.je by 5pm on 19 October 2021. Successful applicants will be invited for interview before 12 November 2021. The start date will be 1 January 2022 with a handover period during December 2021.

About Us

Jersey Business is committed to providing practical and confidential advice and support to businesses on the Island. We are funded by the Government of Jersey to deliver its economic aims and strategy, but we operate as an arms-length organisation with an independent Board and team.

- Our vision: Building a prosperous business community in Jersey.
- Our purpose: Accelerating business success.
- Our values: Respectful, Empowering, Authentic, Collaborative, and Honest.

We have a small team of advisors who are experienced entrepreneurs having owned or operated a business at a senior level. Our advisors, who provide strategic and planning advice, are supported by in-house specialists and business development programmes that together provide businesses with a range of support packages.

We proactively support a portfolio of clients that have the ambition to start or grow an efficient and profitable business. By gaining a thorough understanding of how our clients operate, their challenge in increasing productivity and their opportunities for growth, we are able to identify bespoke packages of support to maximise their chance of long-term sustainable success.

More information about Jersey Business is available at www.jerseybusiness.je

Requirements and deliverables

Jersey Business requires an independent financial professional or firm to provide bookkeeping services to our organisation. The following deliverables are required:

- Record all cash disbursements and cash receipts
- Track income and expenses by activity codes and general ledger using Quickbooks.
- Record credit card and merchant services journal entries
- Process expense reimbursements for payment
- Process a supplier payment run on a twice monthly basis
- Maintain the purchase ledger in Quickbooks using AutoEntry
- Set up payments in the bank for authorisation by Jersey Business
- Record the monthly payroll information in Quickbooks and set up payments

- Reconcile key balance sheet accounts at month end and prior to setting up payments
- Prepare monthly income statement and balance sheet
- Input the annual budget and provide monitoring reports against performance
- Respond to requests for advice and information from management
- Prepare the financial accounts for the year end
- Assist in the audit process
- Prepare and submit the corporation tax returns
- Other accounting / bookkeeping duties as needed.

Applicants must possess an accounting qualification of at least CAT equivalent and have demonstrated ability to perform the above deliverables in a timely, efficient and competent manner.

Evaluation

Proposals will be evaluated by assessing:

- Your experience of working with similar businesses & their leadership teams.
- Your ability to provide independent and impartial advice and support.
- Value for money.

We will require two references.

How to respond

Interested parties should submit a brief proposal setting out their experience, qualifications and CVs of the people who will be working on the account.

Proposals should be sent via email to Christine.Walwyn@Jerseybusiness.je by 5pm on 19 October 2021.

Successful applicants will be invited for interview by 12 November 2021. All applicants will be informed of a decision by 30 November 2021.