**Framework Schedule 6a (Short Order Form Template and Call-Off Schedules)**

**Order Form**

CALL-OFF REFERENCE: CR\_3357

THE BUYER: Department for Business and Trade

BUYER ADDRESS Old Admiralty Building, Whitehall, London, SW1A

 2BL

THE SUPPLIER: MLC PartnersLtd

SUPPLIER ADDRESS:c/o WeWork, 123 Buckingham Palace Road,

 London, SW1W 9SH

REGISTRATION NUMBER:09366814

DUNS NUMBER: 220560877

SID4GOV ID: **N/A**

This Order Form, when completed and executed by both Parties, forms a Call-Off Contract. A Call-Off Contract can be completed and executed using an equivalent document or electronic purchase order system.

APPLICABLE FRAMEWORK CONTRACT

This Order Form is for the provision of the Call-Off Deliverables and dated 19th February 2024.

It’s issued under the Framework Contract with the reference number RM6277 for the provision of Non-Clinical Staff.

CALL-OFF LOT(S):

Lot 2 - Corporate Functions

CALL-OFF INCORPORATED TERMS

This is a Bronze Contract.

The following documents are incorporated into this Call-Off Contract. Where numbers are missing we are not using those schedules. If the documents conflict, the following order of precedence applies:

1. This Order Form.
2. Joint Schedule 1 (Definitions and Interpretation) RM6277
3. The following Schedules in equal order of precedence:
* Joint Schedules for RM6277
	+ Joint Schedule 2 (Variation Form)
	+ Joint Schedule 3 (Insurance Requirements)
	+ Joint Schedule 4 (Commercially Sensitive Information)
	+ Joint Schedule 7 (Financial Difficulties including Annex 5 Optional Terms for Bronze Contracts)
	+ Joint Schedule 10 (Rectification Plan)
	+ Joint Schedule 11 (Processing Data)
* Call-Off Schedules for RM6277
	+ Call-Off Schedule 1 (Transparency Reports)
	+ Call-Off Schedule 2 (Staff Transfer)
	+ Call-Off Schedule 3 (Continuous Improvement)
1. CCS Core Terms (version 3.0.11)
2. Joint Schedule 5 (Corporate Social Responsibility) RM6277

No other Supplier terms are part of the Call-Off Contract. That includes any terms written on the back of, added to this Order Form, or presented at the time of delivery.

CALL-OFF START DATE: 19th February 2024

CALL-OFF EXPIRY DATE: 31st October 2024

CALL-OFF DELIVERABLES

The provision of Non-Clinical Temporary staff or any other temporary staff or fixed term workers.

**Financial Accountant (SEO Grade) x1**

1.Preparation and delivery of DBT’s very first interim accounts.

2. Manage DBT’s relationship with the National Audit Office (NAO), HMRC and providing advice on compliance with HM Treasury and Cabinet Office controls.

3. Managing the audit timetable, provision of audit evidence and sample requests to ensure successful laying of the accounts.

4. Manage the Client Liaison Schedule and overall accounts production timetable in line with group and parliamentary timescales.

5. Establish and embed high quality financial accounting controls practices and processes in DBT, within and beyond the Finance team.

6. Ensure compliance with financial standards and best practice, delivery of statutory reporting, oversight of key financial controls, VAT compliance, cash management.

7. Production of key statutory financial reports (including Whole of Government Accounts – WGA) and notes to the accounts.

8. Provide advice on the accounting, budgetary and tax implications of new projects and programmes.

9. Production of the Departmental Group accounts, consolidating over 19 partner organisations with the Core Department.

10. Provide expert accounting advice and information used to inform key decisions to wider finance teams within the Department and partner organisations stakeholder management.

11. Maintain the integrity of the Core Department’s ledger, working across teams to ensure that the Department group accounts are prepared and provide accounting and technical advice to the wider Department.

12. Driving improvements to the accounts production process to ensure the Department’s accounts achieve best practice in complying with all current accounting and legal reporting obligations.

13. Line management of HEO grade staff.

**Financial Reporting and Analysis Officer and Team Lead (SEO Grade x1 and G7 Grade x1)**

1. Understand delivery plans and the associated funding requirements, providing expert financial advice, analysis and assurance to the Permanent Secretary, HMT, Ministers, and Executive Boards.

2. Provide analysis and management information of the Department’s financial data.

3. Provide oversight and assurance of transitioning to a common suite of financial systems

4. Carry out parallel running of systems/tools during the transition and lead on exploiting the benefits of this common platform for budgeting, forecasting, headcount control and management information.

5. Support data capture/exploitation throughout the planning/budgeting cycle.

6. Develop DBT Chart of Accounts Programme structure, working with stakeholders across Finance and HR.

7. Process Mapping of roles and responsibilities to document and embed new ways of working, including the ability to find more efficient ways of working.

8. Provide Management Accounts and FBPs with the forecasts in line with the month end timetable.

9. Build relationships across the Department to ensure effective and accurate Management Information reports are produced on time.

10. Present financial information with recommendations to senior managers and decision-makers.

11. Develop collaborative relationships with key stakeholders e.g. Finance Business Partners, UKSBS and DDaT engagement.

12. Analyse current processes to identify and implement ways to improve processes and budgetary control.

13. Support the in-year reporting team with the month end process, ensuring an understanding of the departmental budget, forecasts, and risks.

14. Undertake scenario modelling and provide a range of options to inform departmental decisions.

15. Develop automated reporting solutions in Data Workspace.

16. Line management of an SEO. (G7 Only)

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| --- | --- |
| Job Role/Title | Financial Accountant (SEO) x1Financial Reporting and Analysis Officer (SEO) x1Financial Reporting and Analysis Team Lead (G7) x1 |
| Assignment Type  | Temporary |
| Hours/Days required | 5 Days – Monday – Friday **(Feb – October 2024)** |
| Detail on unsocial hours required | N/A |
| High-cost area supplements that may apply | N/A |
| Immunisations required | N/A |
| Pay band (as determined by the rate card) | SEO Grade (x2)G7 Grade (x1) |
| Expenses to be paid or benefits offered | N/A |
| Expenses to be paid by Temporary Worker | N/A |
| Criminal Records Checks requirements | Yes |
| BPSS required | Yes  |
| State any other required clearance and/or background checking | N/A |
| State any skills, mandatory training, and qualifications necessary for the role (those defined by the Framework Specification apply be default) | **Financial Accountant Skills*** Fully Qualified Accountants with CCAB and CIMA.
* Experience of Group Accounts consolidation and producing financial statements in a complex organisation within or outside of government and making sound accounting judgements.
* Experience of external audit cycles in Central Government / public sector set of accounts or private sector organisation.
* Experience with dealing with Arm’s Length Bodies (ALBs).
* Significant financial accounting and reporting experience and focus on producing financial accounts and information through innovative solutions and application of IFRS
* Strong accounting skills (e.g., IFRS Application ability to accurately create accounting journals, identify the audit evidence required to support a transaction and perform General Ledger (GL) reconciliations).
* Experience of using different Group Accounts preparation and consolidation systems e.g., Oracle Financials, EPM, CDM or similar systems.
* Great attention to technical details and sound knowledge of public sector accounting
* Experience of financial management and transactions, forecasting and budgeting
* Outstanding, self-driven and self-starter
* Able and willing to make difficult decisions and stand by them.
* Able to identify areas for improvement and take action to make appropriate and successful changes.
* Experience of working to tight deadlines and demonstrate the confidence, composure and credibility needed to challenge the way activities are delivered.
* Experience of government accounting regulations i.e., FReM and Managing Public Money.

**Financial Reporting and Analysis Skills*** The ability to interpret large volumes of information and provide meaningful analysis to finance and non-finance stakeholders.
* Strong communication skills to provide insightful reporting and clear briefing on issues to senior stakeholders.
* Strong leadership skills, especially when engaging and influencing colleagues on financial decisions.
* Ability to react to change and manage emerging priorities to tight deadlines, respond to varying situations in a professional manner.
* Self-starter who enjoys solving problems.
* Understanding of systems.
* Proven track record of delivering through others.
* A full or partial CCAB Qualification or equivalent – or equivalent experience.
* Proficiency with Microsoft Excel to an Intermediate-Advanced level.
* Familiarity with Financial data and systems.
* Experience with professional reporting tools (e.g. QuickSight, PowerBI).
* Experience with former BEIS financial systems.
* Expert user of Excel, including Macros functionality
* Experience with MS VISIO or other process mapping software.
* The ability to interpret large volumes of information and provide meaningful analysis.
* The ability to react to change and manage emerging priorities to tight deadlines, responding to varying situations in a professional manner.
* A Self-starter who enjoys solving problems and working with a wide range of stakeholders to produce solution options.
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GDPR POSITION

The GDPR provisions for this Call-Off Contract are stated in Joint Schedule 11 – Processing Data, and its annexes.

The contact details of the Relevant Authority’s Data Protection Officer are:

data.protection@businessandtrade.gov.uk.

The contact details of the Supplier’s Data Protection Officer are:

[REDACTED]

MAXIMUM LIABILITY

Each Party's total aggregate liability in each Contract Year under each Call-Off Contract (whether in tort, contract or otherwise) is no more than the greater of £1 million or 150% of the Estimated Yearly Charges.

CALL-OFF CHARGES

The Charges for the Deliverables including charges that will apply pre and post 12 weeks in accordance with the Agency Worker Regulations 2010, and any discounts that are applicable,

**Cost breakdown:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Cost Description**  | **No of days** | **Unit Cost**  | **Total (ex VAT)**  | **Total Incl (VAT)**  |
| **G7 Cost**  | REDACTED | REDACTED | REDACTED | REDACTED |
| **SEO 1 Cost**  | REDACTED | REDACTED  | REDACTED | REDACTED |
| **SEO 2 Cost**  | REDACTED | REDACTED  | REDACTED | REDACTED |
| **Totals** | REDACTED | REDACTED |

**Individual assignment details:**

Cost Description ‘G7 Cost’

Job Financial Analysis Team Lead

Line manager- REDACTED

Candidate - REDACTED

Candi rate REDACTED

Margin REDACTED

NP 4 weeks

Expense In line with client policy, with prior approval

Location Old Admiralty Building, Westminster

Clearance SC

Start date Estimated 19th February 2024

Cost Description ‘SEO 1 Cost’

Cost Description ‘SEO 1 Cost’

Job Financial Reporting and Analysis Officer

Line manager REDACTED

Candidate REDACTED

Candi rate REDACTED

Margin REDACTED

NP 4 weeks

Expense In line with client policy, with prior approval

Location Old Admiralty Building, Westminster

Clearance SC

Start date Estimated 19th February 2024

Cost Description ‘SEO 2 Cost’

Job Financial Accountant

Line manager REDACTED

Candidate REDACTED

Candi rate REDACTED

Margin REDACTED

NP 4 weeks

Expense In line with client policy, with prior approval

Location Old Admiralty Building, Westminster

Clearance BPSS

Start date Estimated 19th February 2024

PAYMENT METHOD

Payment will be made in full following successful appointment and start of each candidate according to the charges set out in Call-Off Charges. Invoices submitted must include the PO number and a breakdown of all work completed. Payment will be made by BACS.

Invoices for DBT appointments will be invoiced to DBT’s address listed under Buyer’s Invoice Address.

BUYER’S INVOICE ADDRESS:

Department for Business and Trade

c/o UK SBS

Queensway House,West Precinct

Billingham

TS23 2NF

0333 207 9122

Email: ap@uksbs.co.uk

BUYER’S AUTHORISED REPRESENTATIVE

REDACTED

REDACTED

REDACTED

Department for Business and Trade, Old Admiralty Building, London SW1A 2BL

SUPPLIER’S AUTHORISED REPRESENTATIVE

REDACTED

REDACTED

REDACTED

c/o WeWork, 123 Buckingham Palace Road, London SW1W 9SH

SUPPLIER’S CONTRACT MANAGER

REDACTED

REDACTED

REDACTED

C/o We Work, 123 Buckingham Palace Road, London, SW1W 9SH

|  |  |
| --- | --- |
| **For and on behalf of the Supplier:** | **For and on behalf of the Buyer:** |
| Signature: |  | Signature: |  |
| Name: |  | Name: |  |
| Role: |  | Role: |  |
| Date: |  | Date: |  |