

RM6160: Non Clinical Temporary and Fixed Term Staff (Short Form)

CON_2951 Finance Business Partner

For help with completing this Order Form please refer to the Short Order Form FAQ's [here](#)

Order Form Template (Short Form)

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Guidance:

This Order Form, when completed and signed by both you (the Contracting Authority) and the Supplier, forms a Call-Off Contract from CCS framework RM6160, Non Clinical Temporary and Fixed Term Staff. Signing the Order Form ensures that both parties are able to compliantly use the terms and conditions agreed from the procurement exercise.

You can complete and execute a Call-Off contract by using an equivalent document or electronic purchase order system. If an electronic purchasing system is used, the text below must be copied into the electronic order form.

Order Form Template

This Order Form is for the provision of the Call-Off Deliverables. It is issued under the **Framework Contract RM6160**: Non Clinical Temporary and Fixed Term Staff.

Contracting Authority Name	Department for Business, Energy & Industrial Strategy
Contracting Authority Contact	[REDACTED] [REDACTED] [REDACTED]
Contracting Authority Address	1 Victoria Street London SW1H 0ET
Invoice Address (if different)	[REDACTED] [REDACTED]

Supplier Name	Allen Lane
Supplier Contact	[REDACTED]
Supplier Address	33 King Street London SW1Y 6RJ

Framework Ref	RM6160: Non Clinical Temporary and Fixed Term Staff
Framework Lot	Lot 2: Corporate Functions
Call-Off (Order) Ref	CON2951
Order Date	8/9/22
Call off Start Date	19/9/22
Call-Off Expiry Date	31/3/23
Extension Options	N/A
GDPR Position	Independent Controller
Number of roles required:	1
Number of CV's required:	1
Job role / Title	Finance Business Partner
Temporary or Fixed Term Assignment	Temporary
Hours / Days required	Full Time Monday- Friday
Unsocial hours required – give details	N/A

Pay band	9	
Fee Type	N/A	
Expenses to be paid or benefits offered	N/A	
Expenses to be paid by Temporary Worker	N/A	
Charge rates	Pre-AWR	Post-AWR
	n/a	[REDACTED]
	n/a	[REDACTED]
Method of payment	<p>The Supplier shall issue electronic invoices weekly in arrears following customer approval of the worker's timesheet. The customer shall pay the supplier within thirty (30) calendar days upon receipt and acceptance of a valid invoice.</p> <p>Invoice to include purchase Order number and contract reference shall be sent to [REDACTED]</p>	
Discounts applicable	N/A	

Criminal records check	Completed
BPSS required	Yes
State required clearance and background checking	Candidate has BPSS clearance – to be supplied
Skills, mandatory training and qualifications necessary for the role	

CALL-OFF INCORPORATED TERMS

The Call-Off Contract, Core Terms and Joint Schedules' for this Framework Contract are available on the CCS website.

CALL-OFF DELIVERABLES

Finance lead and main point of finance contact teams working on how to fund and support Research and Development in the UK, if we do not associate to EU programmes.


This includes providing finance support and challenge to teams developing their policy proposals and helping teams to develop business cases and establish good governance across the portfolio.

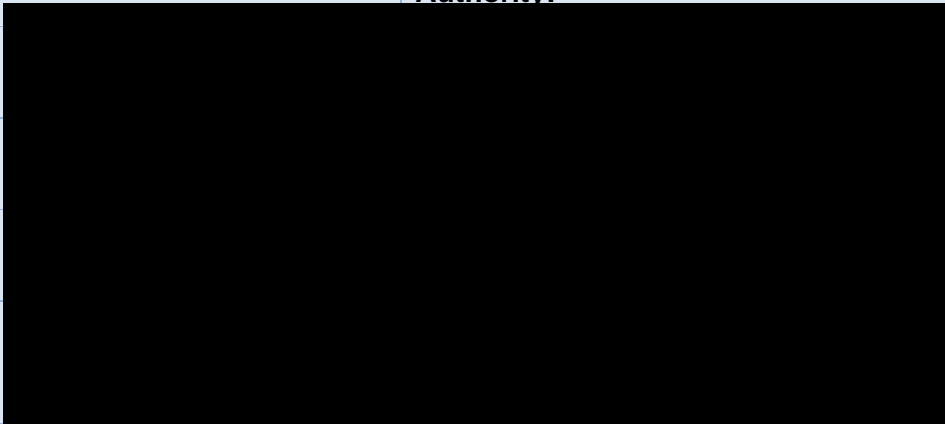
They will represent finance at multiple boards with internal and external stakeholders, being responsible for analysing and presenting key finance information.

They will work with finance colleagues in the immediate team and with and central finance to keep sight of the overall R&D/departmental position and use this to ensure finance messaging is in point when advising Ministers and engaging HMT.

Alongside R&D strategy colleagues, they will lead stakeholder engagement in BEIS, and externally with HMT and key delivery partners such as UKRI, to ensure finance is involved and up to date with the rapidly changing portfolio, and that finance messaging is consistent.

PERFORMANCE OF THE DELIVERABLES

Key Staff

Key Subcontractors
N/A

For and on behalf of the Supplier:	For and on behalf of the Contracting Authority:
Signature:	
Name:	
Role:	
Date:	