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

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

## 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 Transport on behalf of Active Travel England |
|---|---|
| Contracting Authority Contact | REDACTED |
| Contracting Authority Address | Great Minster House, 33 Horseferry Rd, London, SW1P 4DR |
| Invoice Address (if different) | Shared Services Arvato, 5 Sandringham Park, Swansea Vale, Swansea, SA7 0EA ssainvoice@sharedservicesarvato.co.uk |

| Supplier Name | MLC Partners Ltd |
|---|---|
| Supplier Contact | REDACTED |
| Supplier Address | c/o WeWork, 123 Buckingham Palace Rd, London, SW1W 9SH |

| Framework Ref | RM6160: Non Clinical Temporary and Fixed Term Staff |
|---|---|
| Framework Lot | 2 |
| Order reference number (e.g. purchase order number) | TATE0001 |
| Date order placed | 18/10/22 |
| Call off Start Date | 01/11/2022 |
| Call-Off Expiry Date | 31/06/2023 |
| Extension Options | N/A |
| GDPR Position | Independent Controller (default unless specified); or Controller to Processor; or Joint Controller |
| Job role / Title | Finance Lead- SOW |

**Order Form Template (Short Form)**
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| | |
|---|---|
| **Temporary or Fixed Term Assignment** | Temporary |
| **Hours / Days required** | A maximum of 140 working days (5 working days notice period) |
| **Unsocial hours required – give details** | N/A |
| **High cost area supplement details (NHS only)** | N/A |
| **Immunisation requirements? (Fee type 1 only)** | N/A |

| | |
|---|---|
| **Pay band (use rate card to determine this)** | N/A |
| **Fee Type** | 1.        Non-Patient Facing (No Disclosure required) |
| **Expenses to be paid or benefits offered** | Relevant expenses (travel etc) included |
| **Expenses to be paid by Temporary Worker** | N/A |
| **Charge rates** | REDACTED |
| **Method of payment** | Invoice via purchase order |
| **Discounts applicable** | |

| | |
|---|---|
| **Criminal records check required** | Yes |
| **BPSS required** | Yes |
| **State any other required clearance and/or background checking** | CTC – Already cleared |
| **State any skills, mandatory training and qualifications necessary for the role** | Qualified with CCAB, CIMA, ACA, ACCA or equivalent or working towards this with an expectation to qualify within the next 12 months (part-qualified as a minimum requirement). |

## CALL-OFF INCORPORATED TERMS

The Call-Off Contract, Core Terms and Joint Schedules' for this Framework Contract are available on the CCS website. Visit the Non Clinical Temporary and Fixed Term Staff web page and click the 'Documents' tab to view and download these.

## CALL-OFF DELIVERABLES

| The requirement |
| --- |
| You will be responsible for:<br>•     Leading the  finance operations including accounts preparation, balance sheet reconciliations and asset management, providing review to assure the quality of the numbers.<br>•     Reviewing our processes and suggesting improvements to ensure that that the control framework is determined and documented, and aligns with government expectations, including Finance Global Design Principles and the Government Functional Standard: Finance<br>•     Leading and overseeing production of the annual financial statements for inclusion within the Annual Report and Accounts.<br>•     Overseeing external audit, including preparedness for each of the audits.<br>•     Develop ATE's Accounting Policies, reviewing and implementing new accounting standards. This includes liaison with colleagues across the organisation both within and beyond Finance.<br>•     Management of VAT position and set up<br>•     Providing updates to Audit, Risk and Assurance Committee.<br>•     Reporting financial information that is clear and understandable to colleagues of varying levels of financial literacy.<br><br>Essential criteria<br><br>You will be highly motivated and proactive and will strive to continuously improve the service we provide the organisation.<br><br>In-depth knowledge and experience of working in a fast-paced finance environment and in particular a financial reporting role.<br><br>Excellent verbal and written communication skills, with experience of getting messages about complex accounting treatments across to diverse audiences.<br><br>Broad knowledge of International Financial Reporting Standards and practical experience of their application; and knowledge the Government Financial Reporting Manual (FReM) of Managing Public Money.<br><br>Demonstrable experience of managing and motivating a team to deliver their objectives and to continuously seek to improve processes, procedures and efficiency.<br><br>Highly competent use of IT packages, in particular advanced Excel skills<br><br>Qualifications<br>Qualified with CCAB, CIMA, ACA, ACCA or equivalent or working towards this with an expectation to qualify within the next 12 months (part-qualified as a minimum requirement). |

## PERFORMANCE OF THE DELIVERABLES

| Key Staff |
| --- |
| Account Manager: REDACTED |

| Key Subcontractors |
| --- |
| N/A |

| For and on behalf of the Supplier: | | For and on behalf of the Contracting Authority: | |
| --- | --- | --- | --- |
| Signature: | REDACTED | Signature: | REDACTED |
| Name: | REDACTED | Name: | REDACTED |
| Role: | Operations Director | Role: | Commercial Relationship Manager |
| Date: | 20/10/2022 | Date: | 24/10/2022 |