

RM971 NON MEDICAL NON CLINICAL

PART 1 – TEMPLATE ORDER FORM

ORDER FORM

**THE SUPPLY OF NON MEDICAL NON CLINICAL (NMNC) TEMPORARY
AND FIXED TERM STAFF FRAMEWORK AGREEMENT: RM971**

FROM:

CUSTOMER	HM Treasury
SERVICE ADDRESS	REDACTED
INVOICE ADDRESS(if different)	
CONTACT REFERENCE	Authoriser Name: REDACTED Tel: REDACTED E-mail: REDACTED
ORDER NUMBER	CCCB19A01
ORDER DATE	29 th January 2019

TO:

SERVICE PROVIDER	Allen Lane Limited
SERVICE PROVIDER'S ADDRESS	REDACTED
ACCOUNT MANAGER	Name: REDACTED Address: REDACTED Tel: REDACTED E-mail: REDACTED
PART 1: SERVICE REQUIREMENT	
PART 1.1: SERVICE AND DELIVERABLES REQUIRED: Temporary Worker Requirements	
RM971 NMNC LOT:	Lot 4 Corporate Functions
NUMBER OF ROLES REQUIRED:	1
JOB ROLE/TITLE:	Senior Financial Accountant
AGENDA FOR CHANGE PAY BAND:	N/A
AGENDA FOR CHANGE PAY POINT: (LOWEST WITHIN AFC PAY BAND UNLESS STATED)	N/A
HOURS/DAYS REQUIRED:	37 hours per week minimum/5 days per week. Equal to full-time permanent contractual hours, with flexible working by agreement.
ANY UNSOCIAL HOURS REQUIRED? (GIVE DETAIL) [OUTSIDE 8AM TO 6PM MON TO FRIDAY]	Yes, during busy periods and as dictated by work demands.
FEE TYPE:	Non-Patient Facing (No Disclosure)
IMMUNISATION REQUIREMENTS (FEE TYPE 1 ONLY)	N/A
DBS REQUIRED (FEE TYPE 1 AND 2 ONLY)	N/A
HIGH COST AREA SUPPLEMENT?	N/A
REGULATED OR CONTROLLED ACTIVITY (ISA)?	N/A
SKILLS, TRAINING AND QUALIFICATIONS NECESSARY TO PERFORMANCE OF THE ROLE:	<ul style="list-style-type: none"> • Qualified CCAB, or equivalent, accountant. • Experience of financial statements preparation and financial accounting for

	<p>complex consolidations, including experience of applying IFRS and the Government Financial Reporting Manual.</p> <ul style="list-style-type: none"> • Ability to analyse technical financial issues and to communicate effectively complex financial information to a wide range of stakeholders. • Ability to work independently and manage a busy workload at key times in the year to deliver deadlines and priorities. • CTC Security Cleared 	
PERSON AND DEPT TO WHOM WORK-SEEKER SHOULD REPORT AT START:	REDACTED, Group Finance, HM Treasury	
POST CODE OF LOCATION WITH REQUIREMENT:	REDACTED	
RM971 LOT:	Lot 4 Corporate Functions	
NUMBER OF ROLES REQUIRED:	1	
JOB ROLE/TITLE:	Senior Financial Accountant	
AGENDA FOR CHANGE PAY BAND:	N/A	
ADDITIONAL REQUIREMENTS:	N/A	
PART 1.2: ANTICIPATED DURATION OF CONTRACT		
COMMENCEMENT DATE:	11 February 2019	
ANTICIPATED END DATE:	11 August 2020	
TEMPORARY / FIXED TERM ASSIGNMENT:	Temporary	
PART 1.3: MILESTONES AND KEY DELIVERABLES		
<p>The customer requires the Interim Worker performing the services to undertake a number of financial control duties to include those listed in Part 2 below within the requirement section.</p> <p>Attendance - Attendance of 37 hours per week minimum, five days a week</p> <p>Quality of work - Regular review of work by the role supervisor</p> <p>Implementation of the contract following Contract Award will be on 11 February 2019.</p> <p>The supplier will be required to provide monthly management information (invoicing, with breakdown of no. of days worked) to the customer (date to be agreed between both parties)</p> <p>The supplier shall regularly assess and monitor the performance of the Interim Worker and address any performance issues associated with the Interim Worker directly with them</p> <p>Responses to emails and phone calls within 1 working day</p>		
PART 1.4: CHARGES PAYABLE BY CUSTOMER (INCLUDING ANY APPLICABLE DISCOUNT AND METHOD OF PAYMENT E.G. GOVERNMENT PROCUREMENT CARD OR BACS):		
	Pre-AWR	Post-AWR
Pay to Worker(s)	£ 625.00 (Hour/Day)	£ 644.60 (Hour/Day)
Total Charge	£ 744.63 (Hour/Day) + VAT	£ 759.44 (Hour/Day) + VAT
DISCOUNTS APPLICABLE:	N/A	
PART 1.5: ACCEPTANCE PRIOR TO PAYMENT		
PART 2: CUSTOMER CONTRACTUAL REQUIREMENTS		
<p>The contractor will be required to undertake the following responsibilities:</p> <ol style="list-style-type: none"> 1. Play a senior role in assisting with the preparation of the Treasury's Annual Report and Accounts and Whole of Government Accounts return, involving the consolidation of the 		

department's agencies, NDPBs and new bodies, including the consolidation of UK Asset Resolution (Bradford & Bingley and NRAM).

2. Negotiate with external auditors over the completion of the accounts audit and accounting for new schemes

3. Oversee the production of the accounts of Treasury's special purpose vehicles, including the mortgage guarantee scheme (Help to Buy), HMT Sovereign SUKUK Plc and PF2

4. Assist with team leadership on governance matters likely to affect overall assurance of the Treasury Group accounts for the Principal Accounting Officer.

5. Provide support and advice to Finance and HM Treasury Policy colleagues over the governance requirements of consolidating group bodies, including Accounting Officer appointments

6. Provide financial support and advice regarding government interventions in the financial sector and the growth agenda, and acting as a finance representative on steering boards for the most significant projects. Assessing and providing information to senior management on the departments financial exposures, contributing to the wider risk management of the financial stability function.

7. Liaise with policy teams and advise on the financial implications of new policies and initiatives on the department, including financial negotiations on financial stability interventions. This will include changed to the financial structure of the Treasury group and financial operations requirements.

8. Direct line management of two Range D staff to assist in production of the Resource Accounts and other work to support the Finance team, including ensuring sufficient development opportunities are provided to those staff. Deputise for the Head of Financial Accounts, Governance and Reporting when appropriate.

PART 3: FURTHER-COMPETITION ORDER - ADDITIONAL REQUIREMENTS

[GUIDANCE NOTE:

This Part 3 must only be used if a further competition is being used to select the Service Provider. Completion of this section for direct ordering is in breach of the Public Contracts Regulation 2006]

PART 3.1: SUPPLEMENTAL REQUIREMENTS IN ADDITION TO CALL-OFF TERMS AND CONDITIONS:	N/A
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PART 3.2: VARIATIONS TO CALL-OFF TERMS AND CONDITIONS:	N/A
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PART 4: PERFORMANCE OF THE SERVICES AND DELIVERABLES

PART 4.1: KEY PERSONNEL OF THE SERVICE PROVIDER TO BE INVOLVED IN THE SERVICES AND DELIVERABLES:	N/A
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PART 4.2: SUB-CONTRACTORS TO BE INVOLVED IN THE SERVICES AND DELIVERABLES:	N/A
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PART 5: CONFIDENTIAL INFORMATION

PART 5.1: THE FOLLOWING INFORMATION SHALL BE DEEMED COMMERCIALY SENSITIVE INFORMATION OR CONFIDENTIAL INFORMATION:	N/A
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BY SIGNING AND RETURNING THIS ORDER FORM THE SERVICE PROVIDER AGREES to enter a legally binding contract with the Customer to provide to the Customer the Services specified in the Service Order Requirements set out in this Order Form [(together with where completed and applicable, the further-competition order (additional requirements))] incorporating the rights and obligations in the Call-Off Terms and Conditions set out in the Framework Agreement between the Service Provider and the Minister for the Cabinet Office.

FOR AND ON BEHALF OF THE SERVICE PROVIDER:

NAME:	REDACTED
TITLE:	REDACTED
SIGNATURE:	REDACTED
DATE:	REDACTED

FOR AND ON BEHALF OF THE CUSTOMER:

NAME:	REDACTED
TITLE:	REDACTED
SIGNATURE:	REDACTED
DATE:	REDACTED