

UKCEH SPECIFICATION FOR GOODS OR SERVICES

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Project Title:	FN037-19: Statutory and Project Auditors
Required Start Date:	28/09/2020
Project Manager:	UKCEH Finance Director
Date of issue:	20/07/2020

1. Introduction

The UK Centre for Ecology and Hydrology (UKCEH) is a world-class research organisation focussing on land and freshwater ecosystems and their interaction with the atmosphere.

In our science, we cover:

- Natural hazards
- Water resources
- Pollution & environmental risk
- Soil
- Sustainable land management
- Natural capital
- Monitoring and observation systems
- Environmental informatics
- Ecological process and resilience
- Biosphere-atmosphere interactions.

UKCEH works with businesses, policy-makers and environmental practitioners across the globe to develop innovative products and services from cutting edge science. We nurture robust multidisciplinary, national and international research collaborations as well as engaging society with our research.

UKCEH's mission is to undertake world-class research of terrestrial and freshwater ecosystems that underpins evidence-based decisions and innovation by policy-makers and business, and engages with people, supporting sustainable development and improving society's environmental legacy.

UKCEH operates four sites in the United Kingdom, the largest of which is based at Wallingford and is the primary location, which houses the central financial function.

2. Background

UKCEH has recently undergone a transition to become independent of its parent organisation UK Research & Innovation (UKRI).

On 1st December 2019, it became an independent organisation and is now a registered charity and a company limited by guarantee.

It has one subsidiary UKCEH Enterprise Limited, a company limited by share capital.

The first period of account will be a 13-month period ending 31st December 2020.

Annual income of UKCEH is derived from providing National Capability to NERC (part of UKRI) and through competitively won income research grants and contracts. It has over 600 projects and employs in the region of 540 staff split between science and infrastructure.

In preparation, UKCEH implemented a new ERP system - Workday.

UKCEH banks with Barclays and operates bank accounts in Sterling, USD and Euros.

UKCEH turnover is circa £42m - £45m for a 12 month period. UKCEH Enterprise income is c. £0.5m - £1m per 12 month period.

3. Scope of the Contract

UKCEH seeks now to appoint auditors of the statutory accounts of UKCEH Ltd and UKCEH Enterprise Ltd. In addition to this, the organisation is party to a number of projects with the EU and the UN. The projects also require audits at different points in the year.

UKCEH undertakes an average of 1 EU and 1 UN project audit per annum.

4. Detailed Requirements

Functional Requirements

The successful bidder must be able to:

- Audit the statutory accounts for UKCEH Ltd and UKCEH Enterprise Ltd in order to meet our mid-April deadline.
- Audit a number of EU and UN funded projects
- Provide additional financial reporting advice on an ad-hoc basis

Performance Requirements

- Resourcing available to audit in accordance with the Board Meetings timetables which will be shared on successful completion of the contract
- Audit issues are raised in good time for considered responses and in accordance with a per agreed timetable
- Resourcing is able to provide continuity of staff from year to year who gain an understanding of the organisation and who are well briefed in subsequent years.
- Accounts are prepared according to appropriate GAAP and Charity SORP. .
- Staff are knowledgeable about Charity Commission reporting.

Mandatory Requirements

In order to successfully implement the contract the successful bidder will need to:

- Agree a suitable timetable in collaboration with the UKCEH Contract Manager
- Provide a process for actioning EU and UN project audit requests
- Provide reliable and consistent advice on financial reporting matters as requested
- Provide and process documents and template as and when requested
- Sign off accounts

5. Service Levels and Key Performance Indicators (KPIs)

Service levels to be agreed on successful completion of the contract.

6. Contract Management and Review

The successful bidder is required to appoint a Contract Manager for regular contact and where that person is unavailable a suitable replacement.

Reviews are expected to take place monthly.

7. Sustainability

As a minimum the successful bidder will have a suitable Sustainability Policy, however further marks will be awarded for additional measures. Further details are available in the questionnaire.

8. General Data Protection Regulation (GDPR) and Data Protection Impact Assessments (DPIA)

The successful bidder shall be required to complete a DPIA prior to award of the Contract.

9. Contract Period

The initial contract period shall be let for three years, with the option to extend for a further one year.