

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	The Secretary of State acting through the Export Credits Guarantee Department (operating as UK Export Finance)
Contracting Authority Contact	John Thompson
Contracting Authority Address	1 Horse Guards Road, London SW1A 2HQ
Invoice Address (if different)	UKEF.InvoicingTeam@ukexportfinance.gov.uk

Supplier Name	Hays Specialist Recruitment Limited (company number 00975677)
Supplier Contact	■■■■
Supplier Address	Ebury Gate, 23 Lower Belgrave Street, London, SW1W 0NT

Framework Ref	RM6160: Non Clinical Temporary and Fixed Term Staff
Framework Lot	Lot 2
Order reference number (e.g. purchase order number)	To be advised
Date order placed	18 th April 2023
Call off Start Date	5 th June 2023
Call-Off Expiry Date	30 th November 2023
Extension Options	1 x 6 months
GDPR Position	Independent Controller
Job role / Title	IFRS 17 Data Specialist
Temporary or Fixed Term Assignment	Temporary Assignment
Hours / Days required	Assignment is for up to 6 months (5/6/23 – 30/11/23 – 128 days

Unsocial hours required – give details	
High cost area supplement details (NHS only)	1. None
Immunisation requirements? (Fee type 1 only)	

Pay band (use rate card to determine this)	SCS1 equivalent role	
Fee Type	2. Non-Patient Facing (Disclosure required)	
Expenses to be paid or benefits offered	Any expenses to be agreed in advance by UKEF HR department No corporate benefits provided	
Expenses to be paid by Temporary Worker	Yes – can be reclaimed subject to advance approval from UKEF HR.	
Charge rates	Pre-AWR	Post-AWR
	Pay to candidate £ [] per day	£ (Hour/Day)
	£ (Charge to UKEF £ [] per day	£ (Hour/Day)
Method of payment	The candidate will submit a weekly timesheet for approval. Acceptance will be indicated through the approval of a timesheet by Contracting Authority. Invoices will be issued weekly with charges as per the Framework Agreement.	
Discounts applicable	N/A	

Criminal records check required	Yes
BPSS required	Yes
State any other required clearance and/or background checking	
State any 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. 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

We are currently seeking an IFRS17 specialist to support the successful implementation of International Financial Reporting Standards (IFRS) 9 and 17 as part of UK Export Finance's (UKEF) Financial Reporting Changes (FRC) Programme.

The role is a up to 6 months, possible extension may be required. The team is working on a hybrid basis however some travel into UKEF's offices may be required.

You will be a part of and will work with a phenomenal team of finance, risk, IT, and other professionals to lead on a high-profile programme – which represent the most significant changes to financial reporting and accounting for UKEF. We need your expert experience to support the delivery of the milestones set out in the implementation plan, in line with the agreed budget and implementation principles. The programme is currently in a planning phase with implementation expected to begin in Q1 2022.

You will play a vital role in this transformation journey. The role is ideal for an individual who has delivered IFRS17 expertise and has previous end-to-end experience of implementing IFRS 17. You will support the Senior Responsible Owner and Finance Data Store (FDS) Project Team, supporting delivery across the project, providing IFRS17 implementation guidance and delivering a data catalogue and sourcing missing data items.





The role requires liaising with various areas of the business and working together to achieve a common implementation goal.

KEY RESPONSIBILITIES

- Ensure that UK Export Finance successfully execute on this mandatory transformation to drive simplification and achieve strategic ambitions in a compliant way
- Ensure UKEF achieves compliance with IFRS 17 Standards as defined by the International Accounting Standards Board (IASB) and adopted for use within the public sector (as recommended by the Financial Reporting Advisory Board, FRAB) by the implementation date (yet to be finalised).
- Work with the FDS Project Team to drive delivery of shared milestones as set out in the FDS plan.
- Provide expertise on; Insurance products and how they are accounted for. Different business events that trigger a movement to a balance in a chart of account. Different Types of Cash flows, and components of cash flows that they needed to source (whether existing or new) that they have been involved in. Experience of mapping data for implementation to different systems. Any building blocks / components of IFRS17 such as CSM (Contractual Service Margin)

PERFORMANCE OF THE DELIVERABLES

Key Staff
N/A
Key Subcontractors
N/A

For and on behalf of the Supplier:		For and on behalf of the Contracting Authority:	
Signature:		Signature:	
Name:		Name:	
Role:	Senior Director	Role:	Director of Resources
Date:	25/05/2023	Date:	26/05/23