**Joint Schedule 2 (Variation Form)**

This form is to be used in order to change a contract in accordance with Clause 24 (Changing the Contract)

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| **Contract Details**  |
| This variation is between: | **Department for Business & Trade** (**“the Buyer"**)And **MLC Partners** (**"the Supplier"**) |
| Contract name: |  Recruit Finance Specialist **(“the Contract”)** |
| Contract reference number: | CR\_3357 |
| **Details of Proposed Variation** |
| Variation initiated by: | Buyer |
| Variation number: | **CCN 001** |
| Date variation is raised: | **01/03/2024** |
| Proposed variation | Adding 1 SEO role to DBT’s requirement. This will be a Financial Accountant who will play a vital role in the preparation of DBT’s accounts. |
| Reason for the variation: | **DBT’s requirement was originally going to be partly fulfilled by [REDACTED] (to provide 1 SEO). The [REDACTED] candidate has dropped off for various reasons. Proceeding with [REDACTED] will require more time, leaving FARCT with gaps in the team for even longer, leading to delays in carrying work on DBT’s accounts preparation and production.** |
| An Impact Assessment shall be provided within: | 30 days |
| **Impact of Variation** |
| Likely impact of the proposed variation: | **Supplier to provide 1 additional SEO to DBT** |
| **Outcome of Variation** |
| Contract variation: | This Contract detailed above is varied as follows:**1 SEO role will be added to the contract at;** [REDACTED] day rate + [REDACTED] Margin/day x 184 days (6 months) x 20% VAT = [REDACTED]**Job title: Financial Accountant**1. **Job description:** Preparation and delivery of DBT’s very first interim accounts.
2. Manage DBT’s relationship with the National Audit Office (NAO), HMRC and providing advice on compliance with HM Treasury and Cabinet Office controls. Managing the audit timetable, provision of audit evidence and sample requests to ensure successful laying of the accounts.
3. Manage the Client Liaison Schedule and overall accounts production timetable in line with group and parliamentary timescales.
4. Establish and embed high quality financial accounting controls practices and processes in DBT, within and beyond the Finance team.
5. Ensure compliance with financial standards and best practice, delivery of statutory reporting, oversight of key financial controls, VAT compliance, cash management.
6. Production of key statutory financial reports (including Whole of Government Accounts – WGA) and notes to the accounts.
7. Provide advice on the accounting, budgetary and tax implications of new projects and programmes.
8. Production of the Departmental Group accounts, consolidating over 19 partner organisations with the Core Department.
9. Provide expert accounting advice and information used to inform key decisions to wider finance teams within the Department and partner organisations stakeholder management.
10. Maintain the integrity of the Core Department’s ledger, working across teams to ensure that the Department group accounts are prepared and provide accounting and technical advice to the wider Department.
11. Driving improvements to the accounts production process to ensure the Department’s accounts achieve best practice in complying with all current accounting and legal reporting obligations.
12. Line management of HEO grade staff.
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| Financial variation: | Original Contract Value: | £[REDACTED] inc. 20% VAT |
| Additional cost due to variation: | £[REDACTED] inc. 20% VAT |
| New Contract value: | £[REDACED]. 20% VAT |

This Variation must be agreed and signed by both Parties to the Contract and shall only be effective from the date it is signed by **DBT.**

1. Words and expressions in this Variation shall have the meanings given to them in the Contract.
2. The Contract, including any previous Variations, shall remain effective and unaltered except as amended by this Variation.

Signed by an authorised signatory for and on behalf of the Buyer

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| --- | --- |
| Signature | [REDACTED] |
| Date | 08/03/2024 |
| Name (in Capitals) | [REDACTED] |
| Address | Old Admiralty Building, London, SW1A 2DY |

Signed by an authorised signatory to sign for and on behalf of the Supplier

|  |  |
| --- | --- |
| Signature | [REDACTED] |
| Date | 08/03/2024 |
| Name (in Capitals) | [REDACTED} |
| Address | 123 Buckingham Palace Road, London, SW1W 9SH |