



27.11.23

Subject: Call for Tender - Charity Accountant Services for Boho Arts Limited

Deadline: 12th December, 6pm

About Us:

Boho Arts Limited, a registered charity and company limited by guarantee based in Newcastle upon Tyne, is committed to promoting the arts for community development.

Established in 2021, we are on a mission to open an inclusive creative arts venue in central Newcastle, a project that has been in development for two years. We are currently engaged in major capital fundraising with the aim of entering into a 30-year lease for the identified property in Spring 2024, then into the relevant design, procurement and construction stages, and to open the venue in Spring 2025. In preparation and in anticipation of funding approval, in the coming weeks and months, we plan to form a trading arm and a VAT group.

Brief:

We are seeking to engage a local charity accountant on an ongoing basis to provide standard accounting services as outlined below; the immediate support for services regarding the Trading Arm and VAT group; and potentially further support as the capital project develops and becomes more complex, such as handling of VAT returns.

The selected candidate or firm will play a crucial role in managing our financial records, ensuring compliance with regulatory requirements, and supporting our commitment to transparency and accountability.

Scope of Services:

The selected charity accountant will be responsible for, but not limited to, the following tasks:

- Prepare year end charity accounts
- Conduct annual independent examination
- File annual returns at Charity Commission and Companies House
- Advise trustees on the requirements of the trustees' report
- Corporation tax calculations and returns
- Handling of Gift Aid Claims

And in addition:

- The setting up a Trading Arm for the charity
- The forming of a VAT group
- The management of VAT returns (potentially with partial exemptions) should the capital project proceed.

Qualifications and Experience:

Interested parties should meet the following criteria:

- Hold relevant professional accounting qualifications (e.g., ACA, ACCA, CIMA).
- Demonstrate a proven track record in charity accounting and financial management.
- Have experience with charity accounting software and financial reporting tools.
- Possess knowledge of relevant charity regulations and compliance requirements.
- Excellent communication and interpersonal skills.
- Ability to work collaboratively with Boho Arts Limited staff and stakeholders.
- Based in or local to Newcastle upon Tyne
- Provide value for money.

bohoarts.co.uk

Boho Arts Limited

Registered Office: 210 Biddlestone Road, Newcastle upon Tyne, NE6 5SP

Company Limited by Guarantee 13709751

Registered Charity: 1204648



Submission Requirements:

- Interested individuals or firms are invited to submit the following documents:
- Cover letter expressing interest and outlining relevant experience.
- Curriculum Vitae (CV) or company profile.
- Details of relevant qualifications and certifications.
- A summary of previous experience in charity accounting, and references if available.
- Proposed fee structure for the services.

Submission Deadline:

All submissions must be received by 6pm on the ~~5th December 2023~~

The original deadline has been extended to 12th December at 6pm

Submit by email to:

Bev Fox

CEO

bev@bohoarts.co.uk

Selection Process:

Boho Arts Limited will review all submitted proposals and may conduct interviews with shortlisted candidates. The selection will be based on the qualifications, experience, and proposed fee structure.

We look forward to receiving your proposals and appreciate your interest in supporting Boho Arts Limited in our mission to enrich communities through the arts.

Sincerely,

Bev Fox

Bev Fox

CEO

Boho Arts Limited

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