



LOOE TOWN COUNCIL

KONSEL TRE LOGH

THE GUILDHALL, FORE STREET, EAST LOOE PL13 1AA

Tel: 01503 262255 Fax: 01503 265409

Clerk to the Council: Mrs Anne Frith

VAT Reg: 381 5093 50

Invitation to Tender

Book-keeping Services

**LOOE TOWN COUNCIL ARE
TENDERING
FOR THE SERVICES OF A BOOK-KEEPER**

Website: www.looetowncouncil.gov.uk

Email: looetowncouncil@ymail.com

Telephone: 01503 262255

Mrs Anne Frith – Town Clerk

Looe Town Council is a non profit making local Government Organisation, bound by Law and Financial Regulations, serving our local community and providing best value for money with public funds.

The book-keeping services required will include, but not be limited to:

A twelve month initial contract for book-keeping services as follows with the option of 2 x 1 year extension:

- Must be fully conversant with the Quickbooks Desktop Accounting system
- A good understanding of Local Government Accounts
- An awareness of accounting procedures
- Able to produce reports as required by the Council
- A good understanding of internet banking
- Produce bank reconciliations
- Working in conjunction with our Internal Auditor providing information required for his twice yearly Audit
- Providing all information required for the Annual end of year Audit.
- A good understanding of the confidential nature of the work being undertaken

We would require a breakdown of costs i.e. hourly rates for this service based on two visits a month to the Council offices. Interested parties should submit a quotation to Council outlining experience and provide contact details for three referees

The deadline for responses to this tender is **Friday 7th February 2017.**

Responses should be sent by email, backed up by a hard copy postmarked 7th February 2017 at the latest.

Tenders will be assessed on the following criteria:

- Experience of working with local authorities
- Value for money
- Timely and efficient service
- Qualifications
- References