

The National Academy for Social Prescribing - Finance Specification 14/07/2020



The National Academy for Social Prescribing is a new charitable organisation, which is about to get its first grant of £5 million from the Department of Health and Social Care. NASP is registered as a company and waiting for charity registration to be approved. As a new start-up, we are looking for partners to work with us to set up financial, payroll and IT systems. It is likely that NASP will create up to 20 staff/ secondee roles within the first year of operation. If you can offer all or any of the services below, please submit an expression of interest by **5pm, 31/07/2020**.

Strategic aim	Objectives	By when?
Set up Financial, Payroll and IT systems		
1. Create a book-keeping system for NASP	Provide an IT based book-keeping package (such as Sage or Quick Books), setting it up to make payments and receipts, establish invoice templates, processes and align the system to NASP financial procedures. Train our staff to use this system, as a back-up.	Ready to use in September 2020
2. Create Monthly Management Accounts	Develop monthly financial report template, including narrative, to give senior staff and board members the information they need to ensure effective governance and financial oversight.	Ready to use by September board meeting 2020
3. Set NASP up with HMRC as employer	Enable NASP to process tax, pay employers NI contributions (where needed) and to gain Unique Tax Reference numbers. Please note that NASP will be seconding staff in from partner agencies throughout the first year of operation.	September 2020
4. Advise NASP on VAT implications, setting up as a supplier, if needed	Investigate whether NASP needs to be registered for VAT in 2020/21 Provide guidance to NASP board and senior leaders about VAT implications of NASP work Where appropriate, register NASP for VAT and set up systems which enable NASP to meet VAT requirements	September 2020
5. Establish staff payroll and pensions	Establish payroll system for NASP directly employed staff Establish pensions for directly employed staff and manage contributions	September 2020
6. Provide IT equipment for NASP staff	Provide laptops, phones and server for NASP staff and secondees Enable staff to use Microsoft Teams and work effectively with partners across organisations. Please note that It is unclear how many secondees will use their own equipment or need new equipment, at this stage. Please quote for a basic system set up set up cost and cost per person for laptop and phone.	September 2020

For more information and to talk through what this means in detail, contact enquiries@socialprescribingacademy.org.uk
We will be assessing bids on the following criteria: Quality 34%, Ability to deliver the brief 33%, Price 33%.

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Maintenance Tasks		
7. Maintain Book-Keeping system	Make regular payments, banking and recording income, expenditure, reconciling book-keeping with bank statements on a monthly basis.	Ready to use in September 2020
8. Prepare monthly management accounts for NASP senior leaders and board	Prepare monthly management accounts for senior leaders and board, with accompanying narrative, which explains reasons for budget variances. Prepare regular cash-flow forecasts, which alert senior leaders and board to any potential issues in a timely manner.	Ready for September board meeting 2020
9. Provide Payroll Service	Pay directly employed staff on a monthly basis. Pay Employers NI contributions and tax on behalf of employees. Invoice partner agencies for seconded staff on a regular basis.	Ready to use in September 2020
10. Prepare quarterly financial reports for our funders, DHSC	Prepare quarterly returns for our main funders, DHSC, in line with their template and requirements.	First report ready in November 2020
11. Prepare annual financial report for the NASP board and our funders.	Prepare annual reports for the end of the financial year, in line with accountancy and audit requirements.	At end of financial year, 31 st March 2021.
12. Financial planning and forecasting	Support NASP senior leaders and board to plan ahead, create budgets for three years and forecast future expenditure, in line with business needs	Ongoing
13. Maintain IT equipment	Provide ongoing server support, including in emergencies when there are issues. Maintain equipment and provide a back-up service, including where there are problems with IT equipment and staff need support.	Ongoing

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