

FACULTY OF FORENSIC & LEGAL MEDICINE

of the Royal College of Physicians of London



Registered Charity No 1119599

www.fflm.ac.uk
forensic.medicine@fflm.ac.uk

About us

The Faculty of Forensic and Legal Medicine (FFLM) was founded in 2005 and is an established international membership organisation and charity committed to the development and maintenance of the highest possible standards in forensic and legal medicine.

The specialty covers professionals working in the following disciplines: forensic medical practitioners (forensic physicians, forensic pathologists, forensic psychiatrists, forensic odontologists); medico-legal and dentolegal advisers; clinicians working in secure and detained settings and medically and legally qualified coroners.

Introduction

The FFLM is tendering for accountancy services. We are a registered Charity (1119599). FFLM prepares its accounts in accordance with the Charities Act 2011 and Accounting and Reporting by Charities Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

Bidders must demonstrate experience in preparing and advising on accounts compliant with this framework.

Our financial year runs from 1 January to 31 December. Our annual turnover is between £800,000 and £1.1M and an overview of our finances is available in our 2024 financial report.

We employ a Finance and Membership Manager and a Finance Administrator to manage our day-to-day income and expenditure. We are tendering for an accountant to provide support to our Finance Team and help us to meet our legal obligations regarding financial matters.

As our turnover passed £1M, we are now subject to annual independent audit, which is currently carried out by MHA. We will require an accountant to support the FFLM in preparing accounts and other documents for this purpose.

We are a small organisation, with 4.7 FTE staff members and support an organisation funded by the Home office, the Institute for Addressing Strangulation (IFAS) which has 3.9 FTE staff.

IFAS is a Home Office funded initiative which leads national work on the recognition, response, and prevention of non-fatal strangulation and suffocation. It functions as an internal programme of the FFLM, operating under its governance and financial management structures. All accounting, reporting, and compliance responsibilities for IFAS are handled within the broader framework of the FFLM.

Our staff work entirely remotely, and we do not maintain any office space. Due to our size, we need our accountant to provide proactive advice and support, be readily available and provide excellent customer service.

Our Requirements

We are tendering our accountancy services and are looking for an accountant to provide us with the following services:

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- Production of annual accounts for the FFLM and IFAS, The FFLM accounts must be suitable for presentation to our members at their AGM (May) and subsequent submission to the Charity Commission. Our accounts should be prepared in the correct format and in accordance with relevant legislation.
- Hosting our accounts in Sage Online and providing dedicated logins for nominated staff members. Rather than hosting this separately, we would like one combined invoice from our accountant which will also provide the accountant with easy access to the files needed to prepare the annual accounts
- Dedicated contacts with prompt response times, to provide regular support on issues related to our day-to-day accounting (such as accruing payments at year-end, whether products and services should be VAT-able), support on reviewing figures including board reports, trustees report, treasurers report and preparation of year-end financial reports for auditors.
- We will require advice on international VAT chargeable on certain courses delivered online to EU citizens.
- Proactive advice to reduce our expenses and to minimise financial risks to the FFLM
- Fixed fees agreed in advance
- A minimum one-year contract from 1 October 2025 to 1 October 2026, with handover from our existing accountant between 1 August and 1 October 2025.

We currently use Sage with departmental accounting, with restricted and unrestricted funds.

Accounts are prepared monthly management accounts using excel workbook and annual financial statements.

We have a fixed asset register in sage; depreciation is posted monthly. We have a working papers spreadsheet to keep a log of Deferred income, accruals, accrued income and prepayments which are posted to sage as part of the month end process. The working papers also track and reconcile detailed management and financial accounting information. The management accounting and year end working papers also provides breakdowns of support costs apportionments, control checks for budgets and actuals.

Payroll is internally run for FFLM and IFAS staff. This includes the calculation of costs, split between restricted and unrestricted costs across departments.

GDPR/Data Security

The appointed firm must comply with UK GDPR and the Data Protection Act 2018. All personal data must be kept secure and used only for the purposes of delivering the contracted services. Unauthorised use or disclosure is strictly prohibited. A data processing agreement may be required.'

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Conflict of interest

Bidders must declare any current or potential conflicts of interest. This includes any personal or professional connections with officers, staff, or other individuals closely associated with the FFLM, or any financial or other interest which could be seen to compromise their independence or objectivity. We reserve the right to exclude any bidder where, in our reasonable opinion, a conflict of interest exists or may arise that cannot be effectively managed.

Evaluation Criteria

Tenders will be assessed based on:

Experience and qualifications

Quality and scope of services offered

Value for money

References and reputation

Understanding of the organisation's needs

Tender

To tender to provide our accountancy services, please set out your organisation's suitability to offer the service, and how you will meet the requirements as set out above. We would prefer an organisation with experience and expertise in the charity sector.

If you have any questions regarding the tender or to request a copy of our 2024 accounts, please contact our Finance & Membership Manager, Charlene Campbell

Charlene.campbell@fflm.ac.uk

Please submit your response to the tender to Forensic.medicine@fflm.ac.uk by **Monday 21 July**.

Shortlisted organisations will be notified by **Monday 28 July**.