**Who we are**

Holy Trinity was established to develop a flourishing facility providing child-centered care, counseling and activities embracing and celebrating senior citizenship. To provide a welcoming and caring environment that touches the lives of all who come through its doors in a creative, positive and vibrant way. To remain at the heart of the local community through programmes and activities which are designed by and for the community which we serve.

**Mission**

To support the residents of the Upper Springfield area and beyond through the provision of accessible, quality services such as, childcare, counselling and senior citizen support which responds to the high levels of social, emotional and economic disadvantage within the community.

To enhance the lives of our users through the provision of opportunities which support mental health and well-being, social and economic inclusion and participation in public life.

## **Invitation to Tender for the Provision of**

**Outsource Finance, to be supplied to Holy Trinity Centre**

|  |  |
| --- | --- |
| Project | Finance |
| Release Date | 4/12/24 |
| Issuer | Bernie Toner |
| Supplier Response Date | 13/12/24 |

Bernie Toner

Holy Trinity Centre  
26 Norglen Gardens

BT11 8EL

Date 4/12/24

Dear Applicant.

Terms of Reference

Invitation To Tender for Finance Officer

You are invited to submit a tender to provide financial support to the Holy Trinity Centre

By participating in this tender, you are indicating your acceptance to be bound by the guidelines set out in this letter and attachments. We provide below the key details of Holy Trinity Centre requirements, which you should consider in your response.

Please direct any questions regarding the ITT content or process to Holy Trinity Centre representatives named Bernie Toner. You should not contact other Holy Trinity Centre personnel unless directed to do so.

Holy Trinity Centre reserves the right to disqualify and reject proposals from suppliers who do not comply with these guidelines. All questions should be submitted in writing either by post or to the email address below.

As part of this tender process Holy Trinity Centre makes no obligations in any way to:

Guarantee outcomes of this procurement process.

No Expressions of Interest will be accepted after 13/12/24

**Hours - 15 per week**

**Example of Duties.**

**HMRC Payments.**

**Reports to Funding Bodies.**

**Preparing Funding Reports.**

**Staff Salaries and Pension Contributions.**

**Uploading data to the Charity Commission.**

**Preparation for external Accounts.**

**Payments to external Associates and sessional staff.**

**This list is not exhaustive.**

**Respondent Instructions: please complete page 3 and return to btoner@holytrinitybelfast.org**

This section provides instructions to be followed in responding to this ITT. Included are Response Guidelines and Holy Trinity Centre Contact Information.

Response Guidelines

You will be required to submit a written proposal as part of the response in the form set out.

The information required from you is

|  |  |
| --- | --- |
| Hourly Rate (1 hour) |  |
| Experience of:  **HMRC Payments.**  **Reports to Funding Bodies.**  **Preparing Funding Reports.**  **Staff Salaries and Pension Contributions.**  **Uploading data to the Charity Commission.**  **Preparation for external Accounts.**  **Payments to external Associates and sessional staff.**  **This list is not exhaustive.**  Or similar duties. |  |

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**Written quotations** received must be: -

* Original.
* Dated.
* Signed.
* Have the full name, address & telephone number of the supplier.
* Fully addressed to the organisation.
* Have full breakdown of costings.

I look forward to receiving your response.

Yours sincerely,

Name: Bernie Toner

Title: CEO

Holy Trinity Centre, 26 Norglen Gardens BT11 8EL

Email address: btoner@holytrinitybelfast.org

Tel: 02890200557