



## **DFYFC – Invitation to Tender for Bookkeeping**

### **Introduction**

The Devon Federation of Young Farmers Clubs (DFYFC) is a registered charity and Limited Company helping to develop young people in the Countryside through social and educational activities.

DFYFC is seeking proposals from qualified individuals or firms to provide professional bookkeeping services. The successful applicant will support the Federations financial operations, ensuring accuracy, compliance, and timely reporting.

### **Scope of Work**

The appointed bookkeeper will be responsible for:

- Inputting purchase invoices and allocating to the relevant expense code and category using Xero
- Reconciling the bank at the end of each month
- Ensuring the accounts are up to date each month and accurate for the Country Treasurer to review and report back to the Finance Committee
- Adjust the accounts to ensure management information is accurate to include posting prepayments and accruals, and calculating depreciation
- Managing payroll and pension contributions
- Setting up payments on the bank each month for approval by the County Organiser or County Treasurer
- Supporting annual audit preparation
- Advising on financial procedures and best practices
- Credit Control

The services are expected to be delivered remotely, but you may be required to attend the County Office at Cheriton Bishop from time to time as requested.

You will be expected to report to the County Organiser, Chairman of the Finance Committee and the Country Treasurer.

## **Contract Details**

**Duration:** Initial 12-month contract, renewable upon review

**Hours:** Estimated 15- 20 hours per month (this may vary from month to month)

**Start Date:** 20<sup>th</sup> September 2025

**Payment Terms:** Monthly invoicing; rate to be agreed upon contract award.

## **Eligibility and Selection Criteria**

Applicants must demonstrate:

- Minimum 3 years' experience in bookkeeping
- Proficiency in using Xero accounting software and Microsoft Excel
- Experience working with charities or community organisations (preferred but not essential)
- Strong communication skills and organisational skills
- Attention to detail essential

## **Submission Requirements**

Interested parties should submit the following:

- Covering letter outlining suitability for the role
- CV or company profile
- Two references from recent clients
- Confirmation of professional memberships
- Proposed fee structure and availability

## **Evaluation Process**

Submissions will be evaluated based on:

- Relevant experience and qualifications
- Understanding of the Centre's needs
- Value for money
- References and reputation

Shortlisted candidates may be invited for a brief interview.

## **Submission Instructions**

Please send your proposal by email to: [financechair@devonyfc.co.uk](mailto:financechair@devonyfc.co.uk)

Subject line: *Tender Submission – Bookkeeping Services*

Devon YFC Office, Amory Building, Cheriton Bishop, Exeter, EX6 6JH  
Tel: 01647 24120 Email: [admin@devonyfc.co.uk](mailto:admin@devonyfc.co.uk) Website: [www.devonyfc.co.uk](http://www.devonyfc.co.uk)

All submissions must be received by **15<sup>th</sup> September 2025 at 00:00 PM BST**

**Additional Information**

If you require additional information, please contact:

Financechair@devonyfc.co.uk