

About us

The British Society of Soil Science (BSSS) was founded in 1947 and is an established international membership organisation and charity committed to the study of soil in its widest aspects. The society brings together those working within academia, practitioners implementing soil science in industry and all those working with, or with an interest in soils.

Research on soils and enhanced understanding and engagement with soils is essential for agricultural, landscaping, construction, remediation, conservation and archaeological projects, as well as policy direction on critical topics such as climate change.

We promote research and education, both academically and in practice, and build collaborative partnerships to help safeguard our soil for the future. This includes hosting the World Congress of Soil Science 2022 in Glasgow, where those with an interest in soil science can meet to discuss the critical global issues relating to soil including; managing soils sustainably, preserving its ecosystem, and mitigating against climate change.

Anyone with an interest in soil is welcome to become a member and attend our conferences and webinars, receive complimentary access to our two scientific journals, the European Journal of Soil Science and Soil Use and Management and a host of other benefits.

Introduction

The British Society of Soil Science (BSSS) is tendering for accountancy services. We are a company limited by guarantee (7110309) and registered Charity (1134456).

Our financial year runs from 1 January to 31 December. Our annual turnover is between £300,000 and 450,000 and an overview of our finances is available in our [2019 financial report](#).

We employ a bookkeeper to manage our day-to-day income and expenditure and are tendering for an accountant to provide support to our bookkeeper and help us to meet our legal obligations with regard to financial matters. We are a small organisation, with 2.8 FTE staff members, all on secondment from Cranfield University. Our staff work entirely remotely, moving to one day per week in the office from late 2021/ early 2022.

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:

- Production of annual accounts, and independent examination, which must be suitable for presentation to our members at their AGM (September) and subsequent submission to the Charity Commission and Companies House. Our accounts should be prepared in the correct format and in accordance with relevant legislation. The Independent Examination should be undertaken by a member of a listed body and include a review of our accounting records, comparison of the accounts presented with the records and consideration of any unusual items or disclosures in the accounts

- Hosting our accounts in QuickBooks 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
- Access to Dext/ ReceiptBank or similar, linked to QuickBooks, to allow our staff to easily upload invoices and receipts for payment
- Review VAT reports and prepare quarterly and annual partial exemption calculations file these with HMRC on our behalf
- Dedicated contacts 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)
- Proactive advice to reduce our tax liabilities
- Fixed fees agreed in advance
- A minimum one-year contract from 1 February 2022 to 31 January 2023, with handover from our existing accountant between 1 January and 31 January 2022.

Tender

To tender to provide our accountancy services, please set out your organisation's suitability to offer the service and how it will meet the requirements set out above.

If you have any questions regarding the tender or to request a copy of our 2020 accounts waiting for approval, please contact Sarah Garry, Executive Officer via exec@soils.org.uk.

Please submit your response to the tender to exec@soils.org.uk by **Friday 9 July 2021**.

Shortlisted organisations will be notified by **Friday 30 July 2021**. Our accountancy services are voted on by members at each AGM, which this year is scheduled for **Tuesday 7 September**. The successful organisation will be notified by **Friday 10 September**.

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