WESNET
The Women's Services Network

REQUEST FOR QUOTATION – FINANCE AND PAYROLL FUNCTIONS

WESNET is seeking quotations from suitably qualified agencies to undertake our finance and payroll functions.

Please provide quotations by Noon (AEDT) Monday 18 December to the attention of:

Ms Karen Bentley
Interim National Director
WESNET

By email to: jobs@wesnet.org.au Please include "Quotation for Finance and Payroll" in the subject

Requests for further information should be by email in the first instance to jobs@wesnet.org.au

---

Our Organisation

WESNET Inc. is a national women's peak advocacy body that facilitates and promotes policy, legislative and programmatic responses relevant to women and children who have experienced domestic or family violence.

WESNET works to minimise the harm to women and their children from domestic and family violence by advancing responses that:

- Ensure the safety of women and children;
- Empower them to live free of violence; and
- Improve the social, political and economic status of women.

WESNET is a not-for-profit Incorporated Association and registered Charity. WESNET is governed by a Committee of Management.

WESNET management, accounting, investing and reporting practices and procedures comply with Australian Accounting Standards, rules and regulations of the Associations Incorporation Act and the rules and regulations imposed on the organisation by the WESNET Rules of Association and the State and Commonwealth Governments from time to time. We operate on full accrual accounting.

WESNET's annual turn-over is currently $1,7M. Funding sources include two commonwealth government multi-year grants and other WESNET-generated income including membership fees, product and service sales, and smaller one-off grants. WESNET is looking to diversify and increase sustainability of funding revenue including through e-commerce avenues.

We currently have around 5,000 individual transactions per year, including invoicing, receipting, purchasing, payment, payroll, super, PAYG, Banking and GST.

There are currently 11 employees on the pay-roll and this may increase but is unlikely to go over 20 in the near future.

Services Required

WESNET requires the standard range of financial services of any Incorporated Association including:

1. Managing chart of accounts and general ledger
2. Accounts receivable/ accounts payable
3. Payroll – including timesheets, leave, superannuation, Workcover, and at some point in the future, Salary Packaging.
4. Travel and accommodation payments and reimbursements.

WESNET Inc
Freecall: 1800 WESNET
Email: wesnet@wesnet.org.au
Web: www.wesnet.org.au
ABN: 16 068 548 631

5. Banking and credit card reconciliation
6. Taxation, PAYG and GST requirements
7. Asset management
8. Reporting, monthly, quarterly, annually and ad hoc for range of reports e.g P&L. Balance Sheet, forecast against budget, debtors and creditors, cashflow, position and relevant ratios.
9. Compliance with relevant legislation, regulation and standards
10. Advice to Treasurer and CEO as required.

Detailed description

The work of WESNET falls into three main areas. The description below outlines some of the types of activities undertaken in each area that will impact on the finance services.

The first is our advocacy and policy advice. This is generally carried out by our WESNET National Committee which brings together representatives from all over Australia. (See our latest Annual Report for more information). We also have a large membership of frontline services who pay an annual membership fee to remain members of WESNET.

The second area is the Safety Net Australia team. This team is funded through a Commonwealth government grant and comprises a team of 7 staff with additional casual staff from time to time. Two team members work remotely and their primary work is to develop content and provide training across the country to frontline services. They also provide expert advice and develop tools and resources about technology safety and technology facilitated abuse. The other five team members are based in Bendigo in central Victoria. This team has multiple functions:

- they provide Safe Connections phones through a network of 217 frontline agencies (some of whom are WESNET members) across the country. They innovatively use a wide variety of cloud-based and other applications to manage inventory and stock control. They raise invoices using PayPal and prepare stock for shipping. They also record and manage stock levels for the 217 agencies and answer enquiries. They often require very rapid turnaround about payments processing in order to know whether stock can be dispatched in the weekly pickup. The number of agencies and amount of shipping is likely to increase.
- another member manages the logistics of booking travel and accommodation and training events across the country with the 217 frontline agencies.
- The team manages an annual conference which is located in a different east coast capital city each year. The event management is managed completely in house and generates work for the finance function in both accounts receivable and payable.
- They also provide a wide range of other services and including wanting to develop an online store in the near future.

The third area is the AWAVA Team. AWAVA is the Australian Women Against Violence Alliance. This team comprises 3 staff (all part time) who work from an office in Canberra. AWAVA have an annual face-to-face meeting bringing around 20 people together which involves travel and accommodation and other kinds of general meeting expenses and sometimes run small projects with various expenses. They also have international travel once a year to attend a meeting at the UN in New York. From time to time, AWAVA also runs national conferences.

These last two areas are funded by the Commonwealth Government and come with rigid and demanding reporting requirements. Each of the areas also requires separate budgets and forecasts plus regular reporting so the managers can monitor and be accountable for their programs.

WESNET also obtains ad hoc funding for other projects and activities from time to time.

One of the complexities of our work is the need to apportion and allocate income and expenses across a variety of cost centres and these often change from month to month depending on our income profile. We also require detailed monthly reports by cost centre in addition to

consolidated reports as we have a number of different stakeholders with different reporting requirements.

Purchases and payments are made using credit cards, approved accounts, by invoice or reimbursement.

Key Selection Criteria (not in priority order)

1. Appropriate skills, qualifications and/or experience, including appropriate BAS and GST registration, in specifically in providing similar services to small and dynamic not-for-profit organisations.
2. Responsiveness, timeliness and ability to meet deadlines
3. Demonstrated customer satisfaction of previous customers and/or current customers
4. Understanding and experience of providing financial services to a not-for-profit.
5. Accuracy and demonstrated capacity to meet financial accounting standards.
6. Useability and flexibility including cloud-based systems that work for an organisation with multiple sites, programs and time zones.
7. Committed to quality and innovation and continuous improvement.
8. Is solution focused and demonstrates innovation, creativity and problem-solving skills
9. Ability to work under pressure to tight deadlines and manage competing priorities
10. Professional, interpersonal and communication skills
11. Value for money.

Additional Information

- Business Name: WESNET (Women's Services Network) Inc.
- ABN: 16 068 548 631
- Taxation:
- DGR ad PBI: Not currently registered but planning to in near future.
- Financial year: ends 30 June
- Accounting software: MYOB
- Chart of Accounts: follows National Standard Chart of Accounts (NSCOA).

Items to provide in your quotation

WESNET is calling for quotations to test the market and we are also happy to hear about lateral options to assist us with outsourcing our finance and payroll functions but we recommend that you cover the following in your quotation:

- Annual Pricing including all exclusions, and what additional services over and above the agreed contract will cost.
- Size and experience of your agency
- What service guarantees you can provide and an indication of the timeliness of the response.
- What accounting and other systems you use and would propose for WESNET
- Estimated time for transition.
- Where you are based

DISCLAIMER:
WESNET Inc. reserves the right to not accept the lowest quote for services and will assess quotes against the selection criteria. It also reserves the right to not proceed with an offer.