



## Request for Proposals for the Provision of Accounting Services

The Caribbean Water and Wastewater Association (CWWA) is requesting proposals for **Accounting Services** from interested providers based in Trinidad and Tobago.

The CWWA is a regional non-governmental organisation of professionals in water, wastewater and waste management. The registered office is located in St. Joseph, Trinidad and Tobago where the organisation is subject to the jurisdictional laws and regulations of the country.

The CWWA provides services in the form of support to developmental bodies, Governments and other NGOs with planning for and implementation of solutions to water and waste related challenges. The Association fosters participation through a membership system, which is open to the region's professional community. It is financed through an annual Conference and Exhibition, donor funds, projects and membership dues.

The Accounting Services required for the Association include the following:

1. Preparation of annual accounting reports for unaudited financial statements in accordance with International Financial Reporting Standards (IFRS) for preparing financial statements for Small Businesses and Not-for-Profit Organisations.
2. Preparation of Corporate Tax Returns.
3. Maintenance of CWWA's Corporate accounts including but not limited to bank reconciliations and reconciliation with taxes paid, taxes payable, taxes recoverable and taxes deferred.
4. Filing appropriate statutory requests from the Company Registrar and Board of Inland Revenue on behalf of CWWA.

### Scope of Work

- General accounting tasks, including reconciling and maintaining balance sheet accounts and general ledger operations, preparing journal entries, preparing monthly closing and financial reports, preparing account/bank reconciliations as per prescribed deadline.
- Verify the completeness of all required supporting documentation for all payments voucher.
- Ensure account receivable and payable activities are performed accurately and timely.
- Ensure timely and accurate monthly and year end closure of accounts, including bank reconciliation.
- Submit reports to the Treasurer as per prescribed deadline.
- Prepare detailed written bi-annual financial reports (unaudited) and submit to Treasurer as per prescribed deadline in accordance with IFRS standards for preparing financial statements for small business and not-for-profit organisations.
- Prepare annual financial statements for the CWWA in preparation for the organisation's Annual General Meeting (AGM) of members.
- Ensure financial data on the accounting software, Sage Peach Tree is updated (data entry).
- Categorise and reconcile all transactions in preparation for annual audit, including preparing journals, liaising with the auditor.

- Provide advice on how to improve the record keeping of the Secretariat, including but not limited to the training of Secretariat staff.
- Make modifications to the existing accounting systems, as appropriate for the organization, in discussion with and approval from relevant officials.
- Prepare a detailed written financial report on Conference inflows, outflows and profits.

## Technical Requirements

All proposals must include the following:

- i. Names of the manager and/or individual/s who will be assigned to the job along with curriculum vitae for these personnel. Applicants should be ACCA Certified;
- ii. Information on the background of the accounting firm, including the size and organizational structure of the firm (if applicable);
- iii. Evidence of the individual/firm's qualifications to provide the above services;
- iv. Background and experience in preparing accounts (including any not-for-profit clients);
- v. Statement of understanding of work to be performed, including tax and non-audit services;
- vi. A proposed timeline for fieldwork and final reporting;
- vii. Proposed fee structure for each of the three (3) years of the proposal period, including whatever guarantees can be given regarding increases in future years, and the maximum fee that would be charged;
- viii. Describe billing rates and procedures for technical questions that may come up during the year, or whether these occasional services are covered in the proposed fee structure;
- ix. A history of peer reviews (if any have been done);
- x. At least two (2) References for the company/individuals. References should include any experienced and long standing clients (including not-for-profit clients);
- xi. A statement of understanding of the work to be performed.

Additionally, the candidates/s should also:

- Possess excellent oral and written skills.
- Be responsive and able to take initiative on accounting matters
- Be able to work within systems and procedures.
- Able to work effectively in a small team environment.
- Exhibit a high level of attention to detail and accuracy.
- Be willing to demonstrate, apply and share expert technical (accounting) knowledge
- Be able to multi-task, work independently, meet deadlines and maintain a high level of confidentiality.

A contract will be issued to the selected individual or company for a three (3) year period. The CWWA also requires that a meeting of the accountant/s and selected members of the CWWA Executive Council be held to discuss a draft version of the financial statements and that the accountant/s meet at minimum yearly with the Executive Council.

Your proposal should be sent via email to [cwwaexec@gmail.com](mailto:cwwaexec@gmail.com) by **January 25<sup>th</sup> 2019**.

If you have any questions or would like further clarification of any aspect of this request for proposal, please communicate through the above email.