

Request for Expressions of Interest

Reviewing the accounting systems of Community Legal Centres Queensland

Background

Community Legal Centres Queensland (**CLCQ**) provides support and advocacy for 33 independent, community-led legal centres (**CLCs**) operating across Queensland. Queensland's CLCs provide free information, advice and referral, representation and casework, community education and advocacy for vulnerable clients and communities facing legal problems. One of CLCQ's strategic objectives is to deliver clear and transparent governance and operational management.

CLCQ is primarily funded by the Queensland Government, through a mix of 'peak agency' and project funding arrangements. It also receives project funding from other Government bodies and philanthropic grants, membership fees, events and services. Budgeted revenue for 2016-17 is approximately \$650,000, and seven people are employed with the organisation (4.2 FTE). The organisation currently uses a local MYOB product for its financial system.

CLCQ is an incorporated association, governed by a Management Committee.

Project outline

The CLCQ Management Committee is seeking to undertake a review of the financial management (systems and processes) and reporting arrangements currently in place for the organisation and its projects. The prime objective of this project is to identify a system, processes and procedures which ensure:

- finance workflow arrangements are appropriate, efficient, transparent and accountable;
- accounting systems have appropriate controls and delegations; and
- management reporting (to the Director and Management Committee) is accurate, automated [where appropriate], timely, and reflects progress against project budgets and globally.

The project will be sponsored/supervised by the Director, and the volunteer Treasurer.

Relevant Qualifications and Experience

The successful consultant will have relevant training and experience in accounting or finance, with:

1. Demonstrated experience in reviewing accounting systems and processes, and implementing new systems, procedures and workflows;
2. Experience working in or with community organisations, and an understanding of the financial, governance and compliance contexts in which they operate; and
3. Highly developed training and communication skills.

Cost and timeframe

As a small not-for-profit entity, CLCQ has a limited budget for this project and quotes should not exceed \$5,000.

The project must be completed by 30 June 2017, to allow for full implementation for the 2017-18 financial year.

Applications

Interested applicants should submit their Expression of Interest (**EOI**) in writing to James Farrell (director@communitylegalqld.org.au) by noon on Monday 8 May 2017.

The EOI should include:

- an outline of a proposed approach and methodology for the project including timeframes, and management of project risks;
- responses to the qualification and experience criteria;
- quote for fees and any other expected outlays;
- examples and/or referees of relevant work that demonstrates the relevant experience for this project.

Following the closure date, short-listed applicants will be contacted for an interview which will be undertaken in the week commencing 8 May via Skype, in preparation for work to commence mid-May 2017.

For any questions related to this Request for Expressions of Interest or the EOI process, contact James Farrell, director@communitylegalqld.org.au or (07) 3392 0092.