

**Invitation to Quote (ITQ)
Accountancy Services for the
International Council of Museums United Kingdom (ICOM UK)**

Status: Contract with ICOM UK

Reporting to: Strategic Director, ICOM UK

Commencement Date: 1 October 2026

Contract End Date: 30 September 2027, with option to extend on an annual basis up to 30 September 2030.

1. Introduction

- 1.1. The International Council of Museums United Kingdom (ICOM UK) is a museum sector membership organisation and one of the National Committees of the International Council of Museums (ICOM), which is based in Paris. ICOM UK is charitable incorporated organisation (CIO) registered in the UK.
- 1.2. After many years with our current accountancy service provider, ICOM UK is seeking to re-procure accountancy services for the charity in line with our new financial procedures. The initial contract will be for the financial year 2026/27 (1 October 2026 – 30 September 2027), with the option to extend on an annual basis to 30 September 2030, and subject to satisfactory annual quotations for services. ICOM UK invites quotations from accountancy firms that meet our requirements and can provide a personalised service for our small charity, as set out in this ITQ.

2. Background

- 2.1. ICOM UK is a registered charity managed by a board of 12 trustees and currently a team of 3x freelance contractors (1.7FTE).
- 2.2. ICOM UK's current annual turnover is circa £450k per annum, with the majority of the organisation's income coming from membership fees. ICOM UK also receives income via grants, events, sponsorship, and a small amount of donations.
- 2.3. ICOM UK's expenditure relates to three main areas: 1) membership dues paid to ICOM; 2) operational expenditure, and; 3) bursary awards to our members.

- 2.4. ICOM UK is not currently VAT registered.
- 2.5. ICOM UK uses Xero accountancy software for our bookkeeping.
Bookkeeping is currently managed in-house by the Membership & Administration Officer and the Strategic Director.
- 2.6. ICOM UK has approximately 750 transactions per annum with a third of these being automatically imported membership income from Stripe and GoCardless. Some of our transactions are international.
- 2.7. In July 2025, ICOM UK converted from a Charitable Company to a CIO. Our last accounts were for the period 1 October 2024 – 27 July 2025. This was our final period for reporting to Companies House. As a result, the reporting period for 2025/26 will be slightly longer, from 28 July 2025 to 30 September 2026.
- 2.8. ICOM UK currently employs no staff but intends to move to employing 3x staff shortly. As such, the organisation will require payroll and pension set-up and administration.

3. Accountancy Service Requirements

- 3.1. ICOM UK is seeking accountancy services for the charity to include:
- 3.1.1. Preparation of the annual accounts 2025/26 (accrual basis) for the extended period indicated in 2.7, along with an independent examination in line with legal requirements for the Charity Commission. The timeline for the annual accounts is:
- October to February – Accounts preparation.
 - March - Board approval of draft accounts.
 - April - Final approval of Trustees Annual Report and Accounts at AGM.
- 3.1.2. Bookkeeping and Xero support services, including:
- 3.1.2.1. Setting up templates for budget and reporting, including inputting the annual budget into Xero. The timeline for budget setting is:
- June to July – Draft budget and forecast for new financial year
 - September – Board approve budget
 - 1 October – start of new financial year.

3.1.2.2. Refining the suite of codes and tracking categories used currently to be more efficient and better aligned to the budget and the activities of the charity.

3.1.2.3. Regular (quarterly) 'health checks' on bookkeeping to check for inaccuracies and ensure Xero is aligned with budget, bank transactions and the annual accounts.

3.1.2.4. Available to respond to occasional queries from the staff team and support with making corrections to bookkeeping / ledger, as required. It is not an expectation for the accountants to make postings directly to Xero, but rather to advise on any changes required

3.1.3. Assist with the establishment of and then administer monthly payroll service for 3x members of staff.

3.1.4. Administer the workplace pension scheme.

3.1.5. Assist with governance reporting requirements to the Charities Commission, HMRC and the Pension Regulator.

4. Indicative Budget

4.1. The indicative budget for the work for the first year is £3,500 (inclusive).

5. Procurement Process and Timescale

5.1. Contractors are invited to submit a response to this tender as outlined in section 5.

5.2. An indicative timescale for the procurement is set out below:

Invitation to Quote (ITQ) issued by ICOM UK	31 July 2026
Deadline for ITQ submissions	1 September 2026, 9am
Evaluation of submissions	by 14 September 2026
Interview for shortlisted firms	Friday 18 September 2026
Contractor Appointed	w/c 21 September 2026
Handover	end September 2026
Contract start	1 October 2026

5.3. ICOM UK reserves the right to:

- Cancel or withdraw from the procurement process at any stage.
- Not to award the contract.
- To issue clarification questions.
- To amend the terms of the tender process including the timeline.

6. Responding to the Brief

6.1. Contractors are asked to submit the following in response to the brief:

6.1.1. A brief overview of the company and bios of any key staff that would be working with ICOM UK on the contract.

6.1.2. An outline of the approach and key principles you would apply to this brief if appointed.

6.1.3. A quotation for the work, itemising the costs associated with each of the requirements set out in section 3 and an indication of day rates.

6.2. Submissions should be returned to info@icomuk.org by 9am on Tuesday 1 September 2026.

6.3. Submissions will be evaluated and scored based on quality of the submission (60%) and price (40%).

6.4. To arrange an informal discussion about this ITQ in advance of the deadline, please contact Kristina Broughton, Strategic Director, ICOM UK at: strategicdirector@icomuk.org or Henrietta Martin-Fisher, Trustee (Finance Lead), ICOM UK at: hmartinfisher@icomuk.org