



- **Project Name:** Accounting Services
- **Project Reference:** RFS-NGCI-2026-012
- **Project Open Date:** 18 September 2026
- **Submissions Deadline:** 08 October 2026 (11:59 PM EST)
- **Q&A Responses Deadline:** 28 September 2026 (05:00 PM EST))

**Business Objective:**

Provide professional and accredited accounting services for an established non-profit organisation and CIG Public Authority. Suitable applicants will be required to work closely with the organisation's Management team and Board members to ensure the public funds are closely managed, monitored, and allocated. The contract awardee must be financially qualified to provide direction and reporting to the Board, Cayman Islands Government, and stakeholders, while acting in the public's interest.

**Scope of Work:**

- Monitoring and fielding queries from the accounts email mailbox and acting as primary liaison managing all necessary communications.
- Work closely with the company's management team to promptly reconcile and process payables as needed, including vendor invoicing, coordinating and inputting bill payments and payment schedules, and filing all necessary invoices and cheques.
- Highly proficient and trained with accounting systems, preferably QuickBooks, QuickBooks POS, Xero, and working knowledge of accounting POS software.
- Preparation of bi-weekly payroll, health and pension deductions in accordance with salary contractual agreements.
- Allocating expenses within the budget parameters.
- Creating and issuing invoices
- Compile, report and verify all incoming EFT/deposits.
- Reconciling bank accounts, FTD, and company credit card, including initiation of payments and transfers of funds, as needed.
- Monthly accounting (asset management, depreciation, prepayment amortisation, deferred revenue amortisation)
- Review and preparation of balance sheet and income statements.
- Preparation of budgets, cash flow forecasts, and strategic direction. Advise the organisation's management team on forecasting budget developments.
- Support with Cayman Islands Government "CIG" reporting (monthly SAGCs, annual reports, budgets and forecasting).

- Preparation of Board financial reports and attendance at board meetings (quarterly).
- Audit Support & Preparation:
- Prepare annual financial statements in accordance with IPSAS
- Liaise with Auditors, including support for queries and observations and providing responses on behalf of management for ISA 260/265 letters where the accounting service provider performs functions

**Requested Information:**

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| Submission Form (Appendix B) | Each submission must include a Submission Form completed and signed by an authorized representative of the bidder.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| Business License             | <p>Submissions must include proof of a Cayman Islands Trade &amp; Business License or a foreign equivalent that covers the provision of the deliverables.</p> <p>Proof of any recognised accountants/firm registrations required under the Accountants Act.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| Reference Form (Appendix E)  | Submissions must include a Reference Form completed according to the instructions in the form.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| Professional Certification   | Submissions must include proof of personal certifications related to the deliverables from a professionally recognised institution.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| Proposal                     | <p>Outlined proposal: -</p> <p>Details must include:</p> <ol style="list-style-type: none"> <li>1. Proposed approach to handling NGCI accounting needs.</li> <li>2. Details about the firm's familiarity with <ul style="list-style-type: none"> <li>○ IPSAS</li> <li>○ Cayman Islands Government Acts</li> <li>○ Reporting on budgets, monthly CIG Public Authority and reconciliations.</li> </ul> </li> <li>3. Accounting software systems, tools and programs used to deliver the services.</li> <li>4. Commitment to the following scheduling requirements: <ul style="list-style-type: none"> <li>○ Onsite staffing: one business day per week</li> <li>○ Offsite/remote support: 10-12 hours per week</li> <li>○ Additional annual audit-related work: 120-200 hours per year.</li> </ul> </li> </ol> |
| Pricing Form (Appendix C)    | <p>See Appendix C</p> <ol style="list-style-type: none"> <li>(a) Rates must be provided in Caymanian Dollars (KYD). Please note that when converting from US Dollars to Cayman Islands Dollars, bidders shall use a conversion rate of \$1 USD = \$0.82 KYD.</li> <li>(b) Rates quoted by the bidder must be all-inclusive and must include all bonding costs, all labour and material costs, all travel and carriage costs, all insurance costs, all costs of delivery, all costs of installation and set-up, including any pre-delivery inspection charges, and all other overhead, including any fees or other charges required by law.</li> </ol>                                                                                                                                                        |

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|                          | (c) Pricing should be exclusive of duties levied by Customs & Border Control. A duty waiver will be provided (if required).                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| Proposed Team            | <p>Each submission must include CV's for each Accountant or Senior team member/s assigned to the project which detail previous experience in delivering services similar to the Deliverables. Details must include:</p> <ol style="list-style-type: none"> <li>1. Location (City &amp; Country)</li> <li>2. Start and finish dates (month and year)</li> <li>3. Size of client organization (micro-large)</li> <li>4. Recognised qualifications (if any)</li> </ol>                                                                                                                                       |
| Solution/<br>Methodology | <p>Each submission must also include a proposed solution/methodology that demonstrates the bidder's project implementation plan and timeline to meet requirements and business objectives as seen in Appendix A. As a part of your submission, please answer the following questions:</p> <ol style="list-style-type: none"> <li>1. How do you ensure the accuracy and quality of your service?</li> <li>2. If you encounter issues or your client is not satisfied, what steps do you take to address the issue?</li> <li>3. Provide evidence of experience with IPSAS specifically IPSAS 45.</li> </ol> |

**Submissions and Questions can be sent to [administration@nationalgallery.org.ky](mailto:administration@nationalgallery.org.ky).**