



KSIMC of Birmingham

Invitation to Tender - KSMIC Baquir Ltd & KSIMC Jaaferly Ltd

The Jamaat is looking to outsource the accounting function for two of the KSIMC of Birmingham companies. This function is aimed at ensuring KSIMC of Birmingham accounting records are properly and efficiently maintained and that Jamaat resources are used efficiently. The Jamaat is tendering out the work outlined below and would welcome tenders by email to secretariat@ksmnet.org by Friday 19th January 2018.

KSIMC Jaaferly Ltd

- Residential company.
- 17 Tenants- monthly rent invoices and 3 monthly electric invoices. Rent collection records
- Expense invoices, expense verification and bank reconciliation
- Advise debtors every following month
- 3 monthly management accounts
- Preparation of limited accounts for the Auditor
- Companies House & Charities Commission Submissions

KSIMC Baquir Ltd

- Commercial and Education services
- 5 commercial tenants- Rent and insurance invoices.
- Nursery- Income and expenditure
- ME School- Income and expenditure
- Madrasah- Income and expenditure
- Expense verification and bank reconciliation
- Advise of debtors every following month
- PAYE and pension submission for 15 staff
- Quarterly VAT Deminis method and submission
- 3 monthly management accounts
- Preparation of limited accounts for Auditor
- Companies House & Charities Commission Submissions