

Financial Consultancy Services - Stewards Pooi Kei Primary School, Fo Tan.

Stewards Pooi Kei Primary School (the “school”) invites suitably qualified and experienced financial consultancy firms (the “firm”) to express interest in a limited duration project to be carried out in terms of the project schedule and key output areas below.

The school would require assistance in the following key output areas and would expect the successful firm to advice on, provide training in and implement strategies including but not limited to:

- (1) Support to the Assistant Clerical Officer (ACO) and School Executive Officer (Sch ExO) to implement and maintain efficient and accurate financial systems for the school, which assistance may include training and development of staff where appropriate.
- (2) Review current systems and assist with the implementation and maintenance of school financial and reporting processes and systems including, but not limited to:
 - a. Budget management, planning, control and reporting;
 - b. Effective cash flow management;
 - c. Expenditure control and monitoring;
 - d. Account management, transaction recording and balancing;
 - e. Daily, monthly and yearly reconciliation procedure;
 - f. Preparation of accurate financial information such as the balance sheet;
 - g. Supplier management and processing of invoices;
 - h. Individual teacher budget planning and risk assessment
 - i. Audit of school assets and development of asset register;
 - j. Procurement and purchasing practice.
- (3) The firm will be required to provide the school with a final report on conclusion of the project which report will include the firm’s findings on the current situation at the school, as well as recommendations and implementation of reforms where applicable.
- (4) The project schedule and key output areas are indicated in the below schedule. The project is expected to have a duration of 120 (one hundred and twenty) hours and will be conducted in the period January 2021 to August 2021.

Hours	Key Output Area and Window of Completion
10 hours	January to February Introductory visit and fact-finding objective, including perusing of documents, current systems and practices and meeting with project employees.
10 Hours	March to April Initial concern report and focus areas for development and maintenance of school system with feedback presentation to headmaster.

Hours	Key Output Area and Window of Completion
80 hours	<p>June to August Support of ACO, Sch ExO and teachers (including training and development) regarding budget planning and preparation:</p> <ul style="list-style-type: none"> a. Developmental sessions to effected staff on planning and reporting (late June). b. Mentoring and guidance assistance to ACO and Such ExO. c. Monitoring and making adjustments to process of budget and reporting Procedures (July to August). d. Providing budget and process reports comments.
20 Hours	<p>September Submission of final report and presentation to IMC.</p>

Strict adherence to key performance areas and deliverable timetable limits will be required from the firm on being selected for the project. Firms are also reminded the staff will be required to adhere to health and safety requirements when accessing school property in order to complete tasks associated with the project.

Please note that the school reserves the right not to continue with the project should a suitable firm not be found.

Interested parties please send 1) their intention of interest on the project, 2) qualification and experience of their financial firms and 3) the consultant charge for the services to the following address:
No 2, Lok Ha Square, Fotan, Shatin (or email to admin@pooikei.edu.hk).