

Job Specification

Job title	Not for Profit Tender & Proposal Writer
Reporting to	Not for Profit Partners and Managers

Overview of Firm

PKF Littlejohn LLP is an independent firm of chartered accountants and business advisors based in Canary Wharf. With in-depth expertise in many fields of tax, accountancy and finance, we work for clients ranging from large, listed corporates and SMEs to individuals, their families and their businesses.

Our independent status means we offer clients a high level of partner involvement, together with the combined knowledge and experience of an established, close-knit team.

At PKF Littlejohn LLP, every individual matters. You're more visible, more accountable and more fundamental to our success. If you're successful you'll enjoy challenging work in an environment, which encourages personal success. We deliberately seek to recruit individuals who have combined academic excellence with direct experience in business life.

Not for Profit Division

Our Not for Profit division has extensive experience in providing audit and advisory services. We are committed to working with government, public sector and Not for Profit entities, both in the UK and overseas, and act for a wide range of clients including academies, charities, donor agencies, membership organisations and the public sector. You will work on framework contracts we hold with the European Commission.

The division is led by partners who have extensive first-hand experience in the sector. This enables us to understand the challenging environment these organisations face, which is heightened by an increasing demand for services

What skills will you need to be effective in this role?

Responsibilities
Job Duties and Responsibilities
<p>Purpose and aim of the role The successful candidate will support our grant audit team in tender preparation and proposal writing for a variety of framework contracts with EC and International Donors including, but not limited to:</p> <ul style="list-style-type: none"> • DG DEVCO • DG BUDGET • UN organisations • NGOs and other charitable organisations <p>Duties and responsibilities</p> <ul style="list-style-type: none"> • Writing proposals • Preparing budgets • Liaising with network PKF firms to agree proposal collaboration • Agreeing composition of teams (e.g., our experts, partners, managers, assignment leaders, etc.) based on required language skills, relevant experience and availability • Obtaining, formatting, and tailoring staff CVs to present the most relevant experience and suitable category level for the proposals • Carrying out general administrative tasks associated with tender opportunities

Person Specification

Skills and Qualifications

- Prior experience with bid, tender, and/or proposal writing is required; as well as proven winning track record
- Previous general working experience in the third sector and/or with institutional donors
- A keen interest in specialising in the Not for Profit sector
- Ability to manage and prepare multiple proposals with varying deadlines is necessary
- Understanding of the services performed by auditors for institutional donors, mainly comprising financial, compliance and systems audits; but occasionally encompassing certification work, performance/operational audits, capacity-building, due diligence etc.
 - Experience in any of these areas is preferable

IT Skills

- Excellent knowledge of MS Office Suite (E.g., Word, PowerPoint, and Excel)