

# FIJI MEDIA COUNCIL

## EXPRESSION OF INTEREST FOR THE PROVISION OF ACCOUNTING SERVICES: FMC\_GLS\_2/2023

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### OBJECTIVE OF THE EXPRESSION OF INTEREST

The objective of this EOI is to solicit the services of an accounting or financial services to provide advice to the FMC on all financial matters relating to the development of the media industry in Fiji under the following objectives

- Identify and select a financial service provider with a proven track record and expertise in delivering comprehensive financial services to organizations of similar size and structure
- Enhance the efficiency of our organization's financial management processes by engaging a service provider that can streamline accounting, reporting and other financial operations.
- Optimize budgeting and forecasting processes, enabling FMC to make informed and financial decisions based on accurate and timely financial data provided
- To strengthen internal control and risk management practices within our organization through the implementation of robust financial management procedures and oversight by the chosen financial service provider.

### SCOPE OF SERVICES & DESCRIPTION OF TASKS

The selected financial services provider will be expected to deliver a comprehensive range of financial services, including but not limited to:

- Accounting and Book keeping
- Financial reporting;
- Budgeting and forecasting;
- Tax Planning and Compliance
- Auditing services
- Financial Analysis and Advisory

### REQUIRED QUALIFICATION & LEVEL OF EXPERIENCE

- **Experience:** Demonstrated experience in providing similar accounting services to entities in our industry.
- **Conflicts of Interest:** Disclosure of potential conflicts of interest with the organization or Board members.
- **Accounting software:** Your preferred accounting software to provide services to be used with your relevant experience in using this. Data storage solutions would also be ideal.
- **Qualifications:** Professional qualifications of the team including the CPP licensed by the FIA.
- **Methodology:** Proposed approach to performing the services and timeline for completion.
- **Fees:** Competitiveness of the fee proposal

### DURATION OF THE ASSIGNMENT

The duration of this EOI will span over the period of two years and must re-apply at the lapse of the duration of their appointment.

### REPORTING REQUIREMENTS

The appointed legal firm will report to the FMC and assigned to work with the full council members or the committee of public representatives.

### CURRENCY

All currency expressed in the EOI must be in Fiji dollar (FJD)

**DEADLINE:** March 11, 2024

**ENQUIRIES** For all enquiries or more information, please contact FMC on

Digi Contact: +679 775 1308

Email [mediacouncil\\_fj@outlook.com](mailto:mediacouncil_fj@outlook.com)