|  |
| --- |
| new logo |

Ref: OFM

1st Floor, Community House

Citylink Business Park

6A Albert Street

Belfast

BT12 4HQ

 paula@caj.org.uk

**Application for the post of: Office and Finance Manager**

**Application forms (marked confidential) must be returned (preferably by e-mail) to:** paula@caj.org.uk or Paula Gourley, Office Manager, 1st Floor, Community House, Citylink Business Park, 6A Albert Street, Belfast, BT12 4HQ

Closing date for receipt of completed application forms: **Deadline for the return of completed application forms is 5pm, Monday 18th July 2022. Interviews will be held on Tuesday 26th July 2022.**

Please complete all sections of this form using black print or typescript

## PERSONAL DETAILS

|  |  |
| --- | --- |
| Surname  | First Names:   (Underline name by which you are known) |

Present address:

|  |
| --- |
|  |
|  |
|  |
|  |
|  |
|  |
|  |

Contact details:

|  |  |
| --- | --- |
| Work Phone | Home Phone |
| Mobile | Email |

**EMPLOYMENT HISTORY**

|  |  |
| --- | --- |
| Are you currently employed?  | YES/NO |

**Please give details of employment history**

(start with current/most recent employment and work backwards)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Dates****From/To** | **Employer’s** **Name and Address** | **Post****held** | Salary | **Reasons****for leaving** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**EDUCATION AND TRAINING**

**SCHOOL RECORD**

Please give details (start with most recent qualifications and work backwards)

|  |  |
| --- | --- |
| **Dates** | Qualifications obtained |
|  |  |
|  |  |
|  |  |

#### FURTHER/HIGHER EDUCATION

Please give details (start with most recent qualifications and work backwards)

|  |  |  |  |
| --- | --- | --- | --- |
| **Date** | **Institution** | Course/s | **Degree /****classification** **obtained** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

Please give details in response to the following questions for each of the essential and any of the desirable criteria, together with an explanation as to how you feel they qualify you for this position. Please specify length of time regarding relevant experience where appropriate. Please feel free to adjust the page formatting or attach additional sheets if required, bearing in mind the suggested word limit.

If, as the direct result of a disability, you cannot fully meet a specific essential or desirable criterion, please tell us so we can consider any necessary reasonable adjustments, and outline how your other skills and attributes prepare you for the post.

Only the information on this form can

be used for short-listing purposes.

Please provide answers to each of these questions and try not to exceed around 300 words for each answer

Education and Qualifications

1. Essential Criteria: Please give details of the way that you meet the following criterion:

Relevant qualification in book-keeping /accountancy and/or business administration

OR

For applicants without a relevant qualification - 5 years’ experience in book-keeping /accountancy or business administration

1. Desirable Criteria: Please give details if you have a:

Third level relevant qualification in book-keeping /accountancy and/or business administration

Experience

1. Essential Criteria: Please outline a minimum of two years’ experience of:
* **Office administration and the maintenance of records**
* **Financial record keeping and management, including procurement, payroll and PAYE, budgeting and book-keeping**
* **Personnel/HR administration including policies and record keeping**

**4. Desirable Criteria: Please outline any experience of:**

* **Working to a chief executive/senior management**
* **Taking sole responsibility for a range of relevant tasks**
* **Working in the voluntary sector**

**Knowledge**

1. **Essential criteria: Please outline your demonstrable knowledge of:**
* **Procurement procedures**
* **Minute Taking**
* **IT systems including Office and Sage (or equivalent)**
* **Spreadsheets and databases**
* **Human resource policies and procedures**
1. **Desirable criteria: Please outline your demonstrable knowledge of any of:**
* **Company law**
* **Building/facilities management**
* **Advanced IT**
* **Employment law**
* **Event management**
* **GDPR regulations**
* **Pension schemes**
* **First aid and health and safety**

**Skills**

1. **Essential Criteria: please demonstrate evidence of your:**
* **Strong and demonstrable organisational skills**
* **Good (oral and written) communication skills and good interpersonal skills**
* **Ability to work on own initiative and as part of a team**
* **Ability to deal courteously and correctly with callers and visitors**
1. **Desirable Criterion: please demonstrate evidence of your:**
* **Ability to work with a diverse range of people and groups**

**Commitment**

**9. Please demonstrate how you have a:**

* **Commitment to equality and human rights (as provided for in international human rights standards)**

**Circumstances**

**10. Are you available for occasional evening and weekend work?**

**11. Are you able to work mainly from the Belfast office?**

**DISABILITY**

**Do you consider yourself to have or have had a disability that is relevant to the position for which you are applying?**

**Yes/No**

**If you have answered ‘yes’ please provide any relevant information about your disability and your requirements so that we can:**

* **Process your application fairly**
* **Make any specific arrangements for your interview, and**
* **Make any necessary reasonable adjustments or adaptations, or provide any aids to assist you in completing the duties of the post**

**REFEREES:**

Names and addresses of 2 referees. If you are currently employed, one should be your present employer (a reference will not be sought from your employer without your prior consent)

**A reference will only be sought on short-listed candidates.**

1. NAME

POSITION

ADDRESS

2. NAME

POSITION

ADDRESS

**Declaration by Applicant**

To the best of my knowledge and belief, the information given on this form is true.

SIGNED \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_DATE\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**General Data Protection Regulations 2018**

The information given on this form will form part of the contract of employment for successful candidates. Under the terms of the new General Data Protection Regulations, the information you give will only be used for the purpose of recruitment and personnel management. We may contact other relevant organisations to check factual information you have given in this application form. The information will be stored manually and electronically until 3 months after the person appointed is in post, and destroyed thereafter, unless required for any relevant legal proceedings.