###### **Screen Shot 2018-07-21 at 16**

###### **Belfast Exposed Application Form**

###### **JOB TITLE: Finance & Administration Officer**

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| Notes – Please read before completing the application form |

* Applicants should submit this form only; supplementary material such as CVs will not be considered.
* You should use this form to highlight relevant and appropriate experience given the essential and desirable criteria outlined in the job description.
* Applications should be completed by **typing** in Ariel 11 1.5 or handwritten in **BLOCK LETTERS** using **BLACK INK.**
* Please return completed form to Conor at c.obrien@belfastexposed.org
* **Application deadline 12.00 noon on Wednesday 18th December 2019**
* **Candidates will be notified by Thursday 19th December 2019 if selected for Interview**
* **Interviews will take place Friday 20th December 2019**
* **Feedback will be given to shortlisted candidates only (if requested)**

**PART A:**

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| **1. Personal details** (Block letters) |

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| Surname: | Forenames:(Please underline name  by which you are known): | | Title:(Mr/Mrs/Ms/Dr): Mr |
| Address for Correspondence: | | Telephone Numbers (Please provide a number at which you can be contacted in relation to your application):  Home:  Mobile:  E-mail: | |

**PART B:**

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| **2. Education and qualifications** |

##### Further and higher education

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| --- | --- |
| **Institution** | **Qualifications: subjects, grades/classifications** |
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| **3. Employment History** |

This section should contain an outline of your career starting with your current/most recent employment. Please continue on a separate sheet if required.

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| --- | --- | --- | --- | --- |
| **Employer Name and Nature of Organisation** | **Position Held**  **Title** | **Dates**  **(Month and Year)**  **From To** | | **Salary** |
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| **4. Information for Shortlisting Purposes** |

In this section we would like you to provide information which will aid the shortlisting process. In each of the following sections please state how you meet the particular experience, understanding, knowledge and qualities sought, giving at least one example from your work experience, specifying dates as appropriate and illustrating your specific role and responsibilities.

**Please ensure this section of the form is completed fully and thoroughly to aid selection decision making and that you have referred to the information provided in the Information to Applicants, Person Specification and Job Description when providing your answers.**

**Essential Criteria 1: Outline your experience of managing day-to-day finances in a workplace environment. (Max 250 words)**

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| **Essential Criteria 2:** **Outline your Experience/working with SAGE (Max 250 words)** |

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| **Essential Criteria 3: Outline your experience/knowledge, preparing finance reports (Max 250 words)** |

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| **Essential Criteria 5:** **Successful track record of organizing - planning and prioritizing workloads effectively and the ability to meet deadlines under pressure. (Max 300 words)** |
| **Essential Criteria 6:**  **Successful track record organising, planning and prioritising workloads effectively (Max 250words).** |

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| **Essential Criteria 7:**  **Successful track record managing people, delegating where appropriate, and comfortable working as part of a team (250 words)** |

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| **Essential Criteria 8:**  **Successful track record working as part of a team**  **(Max 250 words)** |

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| **Essential Criteria 9: Skills Competent and confident in the use of Microsoft Word, Excel and Outlook/Mail software for word processing, spreadsheets, data processing and email for PC or MAC and new media. (Max 200 words)** |

**PART C:**

This information will be treated in the strictest confidence and will not form part of your application.

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| **5. Referees** |

Please give the names and addresses of two referees, one of whom should be your current employer. Referees for shortlisted candidates will be contacted before interview.

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| --- | --- |
| Name | |
| Address | |
|  | Postcode |
| Tel. No. | Fax no.  (if possible) |

|  |  |
| --- | --- |
| Name  Martin Clark | |
| Address | |
|  | Postcode |
| Tel. No. | Fax no.  (if possible) |

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| **6. Additional Information** |

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| Are you eligible to work in the UK? Yes/ No | |
| Length of Notice Required: | When could you be available? |

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| **7. Additional Information** |

WHERE DID YOU HEAR ABOUT THIS VACANCY?

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| **8. Declaration** |

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| The statements given by me on this application are to the best of my knowledge and are believed to be true. I understand that deliberate falsification of factual information may prejudice my application or lead to an offer of appointment being withdrawn.  Signature:  Date: |

Belfast Exposed welcomes applications from all sections of the community.