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SUPPLEMENTARY INFORMATION FOR THE POST OF SENIOR FINANCE AND ADMINISTRATION OFFICER

**NAME OF APPLICANT**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Please use this space to address the criteria contained in the person specification below. **Information provided in each section must not exceed 200 words in total and should be completed in Arial type font 12.**  **Candidates must demonstrate that they have met the essential criteria within each area. Failure to demonstrate meeting the essential criteria will result in the application being unsuccessful at the shortlisting stage.**  **Essential Criteria for Shortlisting Purposes**  **Education**   1. **A Qualified Accounts Technician with at least 3 years’ experience (from the closing date for applications) working in a finance role.** **(Max 200 words).**   **Experience and Knowledge**     1. **At least 2 years’ proven relevant experience working at a level reporting to Financial/Corporate Services Director, Chief Executive, Board of Directors or equivalent in the private, voluntary, community, or statutory sectors. (Max 200 words).** 2. **Have at least 3 years’ experience, gained within the last 5 years (from the closing date for applications), in the following, the specific dates for which must be provided: (Max 200 words).**   **Financial Management (b) Management Accounting (c) Financial Accounting**   1. **Experience of managing both the development and operation of computerised financial information systems. (Max 200 words).**     **Skills and Abilities**   1. **Ability to work on own initiative, as part of a team, lead and motivate staff and adaptable to meet changing deadlines and achieve results. (Max 200 words).**      1. **Excellent interpersonal and communication skills with the ability to influence stakeholders on complex issues. (Max 200 words).**   **General**   1. **Demonstrable commitment to equality of opportunity. (Max 200 words).**     **Desirable Criteria:**   1. **Full Membership of one of the following bodies or their equivalent: (Max 200 words).**  |  |  | | --- | --- | | **Chartered Institute of Management Accountants** | **Chartered Association of Certified Accountants** | | **Institute of Chartered Accountants in Ireland** | **Chartered Institute of Public Finance and Accountancy** | | **Institute of Chartered Accountants in England and Wales** | **Institute of Certified Public Accountants in Ireland** | | **Institute of Chartered Accountants in Scotland** |  |  1. **Proficient in the use of Sage 50C Software and online business banking. (Max 200 words).** 2. **Knowledge of charity/public sector accounting requirements. (Max 200 words).** |

***North City Business Centre reserves the right to enhance the criteria for short-listing purposes in the event of a large number of applications being received***

**Data Protection Act and GDPR**

I consent to the information I have provided in connection with this job application form being used for:

* Processing my application for this post, including both manual and computerised  records and retaining this information for a period of 12 months after the selection exercise;
* Transfer to my employment record if I am appointed, including both computerised and manual systems after which it will be held for the duration of my employment and for up to 6 years thereafter.  I understand that this information will be processed and stored in accordance with the Data Protection Act 1998.

**Personal Declaration**

**I confirm that the information provided in connection with this job application is complete and correct and that any untrue or misleading information will give North City Business Centre the right to terminate any employment contract offered either on appointment or subsequently with immediate effect.**

**I give my consent for North City Business Centre to contact my nominated referees as well as my present employers and in the event of an appointment being offered, to carry out an Enhanced ACCESS NI check.**

Signature of applicant : Date :

**CANVASSING WILL DISQUALIFY**

*North City Business Centre is committed to diversity and equality of opportunity and welcomes applications from all sections of the community*

**COMPLETED FORMS AND CV TO BE SUBMITTED TO:**

**jobs@north-city.co.uk**

**or to North City Business Centre, 2 Duncairn Gardens. Belfast. BT15 2GG**

**by 12 Noon on Monday 30 October 2023**