



**Churches  
in Ireland**  
Connecting  
in Christ

**Irish Council  
of Churches**

**APPLICATION FORM**

**Job Title** Part-time Finance and Administration Assistant, Irish  
Council of Churches  
**Location** Based at 48 Elmwood Avenue, Belfast, and required to  
travel throughout the island of Ireland for meetings and  
events.  
**Salary Scale** £11,831 - £13,680 (Based on £19,719 - £22,801 FTE)  
**Responsible to** General Secretary  
**Expected start** August 2019  
**Interviews** Friday 5th July 2019

**Name of Applicant** \_\_\_\_\_

*Please provide information about how you meet these criteria with exam-  
ples where appropriate under the following headings*

Questions should be answered in **BLOCK CAPITALS** using black ink.

**PLEASE DO NOT SUBMIT A CV**

**PERSONAL DETAILS**

Surname			
Title			
Forename(s)			
Address			
Postcode			
<b>E-mail</b>			
Tel. No.			
Mobile		Business (if appropri- ate)	

**Irish Council of Churches  
Irish Inter-Church Meeting**

48 Elmwood Avenue  
Belfast BT9 6AZ  
T : +44 (0) 28 9066 3145  
E : info@churchesinireland.com  
www.churchesinireland.com

Current Salary	
Where did you hear about this post?	

**EMPLOYMENT RECORD**

Please record your last five jobs. Give brief particulars of the positions you have held and the experience you have obtained. Please start with your present or most recent employer. Please provide reasons for any gaps in your employment. You may wish to submit this information in a sealed envelope with your name and marked "Confidential ER"

<b>Dates</b>		<b>Employers Name, Location and Type of Business</b>	<b>Duties, Status and Nature of Work</b>	<b>Reason for Leaving</b>
<b>From</b>	<b>To</b>			

**EDUCATIONAL BACKGROUND**

<b>School</b>	<b>From</b>	<b>To</b>	<b>Examinations and Results</b>
<b>University/ College</b>	<b>From</b>	<b>To</b>	<b>Courses and Results</b>
<b>Further Education and Formal Training</b>	<b>From</b>	<b>To</b>	<b>Courses and Results</b>

**Any additional professional qualifications gained (eg professional, vocational or training programmes attended)**

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**REFERENCES**

Please include details of your current/most recent employer in addition to one other referee. Referees must not be related to you. Any offer of employment will be made subject to the receipt of satisfactory references.

<b>Name and Position of Referee</b>	<b>Capacity in which known to Referee</b>	<b>Address, E-mail and Telephone Number</b>

If you have any criminal convictions which are not regarded as spent under the Criminal Justice (Spent Convictions and Certain Disclosures) Act 2016, please give details in a separate, sealed envelope, marked “confidential”.

Do you have a driving licence? **Yes/No**

Are you an Irish citizen or national of any EU country? **Yes / No**

Do you need a work permit to work in Northern Ireland? **Yes / No**

**ESSENTIAL CRITERIA**

Qualifications and Knowledge

OCR Stage II Word-Processing or equivalent in competence or qualifications
Minimum of 5 GCSEs (grades A-C) including English Language and Mathematics or equivalent qualifications
Proficient in the use of Microsoft Word and Excel or Apple Pages and Numbers

Experience

Experience in an administrative role of at least one year
Experience of managing finances and book-keeping
Experience in using Sage Accounting Software
Experience of working independently

Excellent writing and communication skills

Ability to relate to a wide cross section of people

Good organisational and collaborative skills

Strong forward planning with ability to deliver high quality work to tight deadlines

Reliability and integrity

Openness to new ideas and to learning new skills



Willingness to perform additional tasks as required
Excellent attention to detail
Ability to multi-task
Proven ability to work as part of a team

Personal Attributes

**Physical Requirement**

Health – such as to allow for attendance reliability and work proficiency  
(reasonable adjustments will be made for those with a disability)

**Special Requirements**

Must evidence an understanding of, and commitment to, working within the  
Christian inter-church ethos of the Irish Council of Churches.

Willing and able to work occasionally outside of office hours and travel to  
meetings in the Republic of Ireland.

**DESIRABLE CRITERIA**

Qualifications and Knowledge

Knowledge of Charity Accounts
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Relevant Experience

Experience of administering payroll and pensions
Experience of preparing budgets and year-end accounts
Previous experience of reporting to funders

Experience of taking minutes

Experience of reception duties

Experience of logistical planning of events

**ADDITIONAL INFORMATION**

Please indicate any other information which you feel may be helpful in assessing your suitability for the position and the duties outlined in the Job Description. If necessary, attach additional sheets.

**DECLARATION**

To the best of my knowledge and belief, the information given on this application form is true and I have disclosed all information that I consider to be relevant to the application.

Signature of Applicant: ..... Date: .....

*Please ensure you have completed all elements of this application, providing evidence and examples where required, and return your completed application to  
The General Secretary, Irish Council of Churches, 48 Elmwood Avenue, Belfast BT9 6AZ  
E-mail: [nicola@irishchurches.org](mailto:nicola@irishchurches.org)  
**by 5 p.m. on Monday 17th June 2019**  
Signed PDFs by email are acceptable.*