

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

Name of Applicant _____

Please provide information about how you meet these criteria with examples 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			
E-mail			
Tel. No.			
Mobile		Business (if appropriate)	
Current Salary			

Irish Council of Churches
Inter-Church Meeting

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

Where did you hear about this post?	
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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"

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

EDUCATIONAL BACKGROUND

School	From	To	Examinations and Results
University/ College	From	To	Courses and Results
Further Edu- cation and Formal Training	From	To	Courses and Results

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

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.

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

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

Personal Attributes

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

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

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
by 5 p.m. on Friday 6th September 2019
Signed PDFs by email are acceptable.*