Application form

Job Title 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 £14,238 - £16,437.60 pro rata (based on £23,730 - £27,396 FTE)

Responsible to General Secretary

Expected start Early December 2017

Interviews Monday 6 November 2017

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 |  | | |
| 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”

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

Educational Background

|  |  |  |  |
| --- | --- | --- | --- |
| Exam | Date | Subject taken | Grade |
| GCSEs  NVQs or equivalent |  |  |  |
| A Levels or equivalent |  |  |  |
| Degree or equivalent |  |  |  |

|  |
| --- |
| 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

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| --- |
| 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 of working independently |
| Experience of administering payroll and pensions |
| Experience in using Sage Accounting Software |

Personal Attributes

|  |
| --- |
| Excellent writing and communication skills |
| Ability to relate to a wide cross section of people |
| Good organisationsational 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

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| --- |
| 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. |
| To have access to a car for work purposes |

Desirable Criteria

Qualifications and Knowledge

|  |
| --- |
| Knowledge of Charity Accounts |

Relevant Experience

|  |
| --- |
| 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. |
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|  |

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: generalsecretary@churchesinireland.com*

***by 5 p.m. on Friday 27th October 2017***

*Signed PDFs by email are acceptable.*