**Newtownabbey Arts & Cultural Network**

**Rathcoole Regeneration Project**

Closing Date: Wednesday 11th October @ 12.00 noon

Ref: Finance and Administration Worker

Section 1: PERSONAL DETAILS

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| **Newtownabbey Arts & Cultural Network welcomes applications regardless of gender, marital or family status, religious belief or political opinion, disability, race or ethnic origin, nationality, sexual orientation or age.**  **POSITION APPLIED FOR: Finance and Administration Worker** |
| SURNAME: ………………………………………………………………………….  FORENAMES: ………………………………………………………………………  ADDRESS: …………………………………………………………………………..  ……………………………………………………….POST CODE: ………………..  TELEPHONE NO: (Work) ………………………. (Home) ………………………  EMAIL: ……………………………… Date of Birth ............................................ |
| **EDUCATION:** |
| Dates School Subjects Grades  From - To Achieved |

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| **FURTHER EDUCATION** | | | | |
| Dates University/College Subjects Grades | | | | |
| **EDUCATIONAL AND PROFESSIONAL QUALIFICATIONS** | | | | |
| **EMPLOYMENT HISTORY** (please use continuation sheet if necessary)  Start with your present or most recent employment | | | | |
| Dates | Name and Address of Employer | Position Held and Brief Description of Duties | Reason for Leaving | Salary |

**SECTION 2 – JOB RELATED CRITERIA**

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| **Please use this section to provide evidence of how your skills, knowledge, experience and/or qualifications meet the requirements of this post preferably by giving examples. NB: Only applicants who meet the essential criteria will be shortlisted. Please use continuation sheets if necessary. Please refer to the person specification when completing this form.** |
| **PREVIOUS EXPERIENCE TRAINING**  **ESSENTIAL CRITERIA (Please provide details).**  1. Two years paid experience of financial management including book-keeping, financial reports, returns to funders and budget management. |
| 2.A wide and varied range of office and financial experience. |
| 3.At least one year’s paid working experience of computer spreadsheets and  Windows-based applications. |
| 4. Experience of collating monthly, quarterly and annual returns for grant funders |
| 5. Two years experience of working in an administration role. |
| **JOB RELATED ACHIEVEMENTS**  **ESSENTIAL CRITERIA**  6. Understanding or recent experience of working within the community sector  7. Ability to use the internet, social media, e-mail and databases.  8. Good communication both orally and in writing.  9. Ability to work with the minimum of supervision on own initiative or within small team  10. Ability to prioritise workload to deadlines  **DESIRABLE CRITERIA**  11. Recognised financial qualification.  12. Knowledge of the local area |

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| 14. Are you willing to work occasional unsocial hours (evenings/weekends)?      YES NO |
| 15. Are you willing to undertake any training for the job considered appropriate by the Management Committee?      YES NO |
| 16. Do you enjoy general good health?  YES NO      If no – please give details. |
| 17. Do you have a disability?  YES NO  If yes, do you have specific requirements for interview? |
| **REFERENCES**:  Please provide details of 2 referees familiar with your work, one of which should be your current or most recent employer.  1. Name and Address 2. Name and Address  Can they be contacted prior to interview – Yes No |
| **I certify all information given is correct. I understand any false information given may result in any job offer being withdrawn.**  **Signed: Date:** |

**SIGNED HARD COPY APPLICATION FORMS TO BE RETURNED TO:**

**Newtownabbey Arts & Cultural Network, 24a The Diamond, Rathcoole, Newtownabbey BT37 9BJ**

**CLOSING DATE: Wednesday 11th October @ 12.00noon**

**All applications must be completed in full.**

**CVs will not be accepted or considered by the panel.**

**Forms received after the advertised deadline will not be considered.**

EMPLOYEE MONITORING QUESTIONNAIRE, 3RD PRINCIPAL METHOD

**Private & Confidential**

Equality of Opportunity Ref.

We are striving to become an Equal Opportunities employer. We do not discriminate on grounds of religious belief or political opinion. We practice equality of opportunity in employment and select the best person for the job.

To demonstrate our commitment to equality of opportunity in employment we need to monitor the community background of our employees, as required by the Fair Employment Act 1989.

Regardless of whether we practice our religion, most of us in Northern Ireland are seen as either Catholic or Protestant. We are therefore asking you to indicate your community background by ticking the appropriate box below.

I am a member of the Protestant community

I am a member of the Roman Catholic community

I am a member of neither the Protestant or Roman Catholic community

Could you please indicate whether you are: Female Male

If you do not complete this questionnaire, we are encouraged to use the ‘residuary’ method which means that we can make a determination on the basis of personal information on file.

Note:

It is a **criminal offence** under the legislation for a person to ‘give false information in connection...with the preparation of a monitoring return’.

**PLEASE SEAL THIS FORM IN THE ENVELOPE PROVIDED AND RETURN WITH YOUR APPLICATION FORM.**