**APPLICATION FORM**

**THE JUNCTION**

Position applied for: **Finance and Administration Officer Ref: FOA/24(2)**

Surname: Forename:

Title/Mr/Mrs/Ms/Miss/Dr

Address:

Post Code:

Telephone No: (Day) (Mobile)

Email:

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| --- |
| EDUCATION |
| Date | School/College/University | Level and Subject | Grade |
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| PROFESSIONAL QUALIFICATIONS / TRAINING |
| Name of professional body or bodies. | Details |
|  |  |
| EMPLOYMENT HISTORY (Please start with your present or most recent employment). Please continue on a new page if required. |
| Date | Name & Address of Employer | Position Held & Brief Description of Duties | Reason for Leaving and Current Notice Required.  | Salary |
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| **ESSENTIAL CRITERIA** **CAN YOU PLEASE OUTLINE BELOW HOW YOU MEET EACH OF THE ESSENTIAL REQUIREMENTS OF THE POST, AS LAID OUT IN THE PERSONNEL SPECIFICATION?** **Essential Experience** 1. A third level qualification in a relevant discipline **OR** three years’ experience of working in finance and administration.
2. Proven experience of implementing efficient organisational processes.

**Essential Skills and Abilities** 1. Experience of PAYE, HMRC, pensions, NIC calculations
2. Experience of bookkeeping/invoicing/administering BACS payments and ensuring confidentiality of information
3. Experience of producing financial reports
4. Experience of updating budgets and preparing annual and project budgets
5. Proficiency in the use of MS Suite or Google equivalent and Shared Drives
6. Experience in using digital communication channels and/or digital Events Platforms
7. A pro-active and organised individual – able to organise own workload to manage the combination of tasks
8. Ability to work on your own initiative
9. Ability to support others, in particular, the Chief Executive and small Associate team.
10. A flexible approach to work and willingness to work occasional unsociable hours as the job requires

**DESIRABLE CRITERIA**1. Experience in developing working relationships with Associates/Funders/Suppliers
2. Experience of organising Events e.g. Workshops, Information Sessions/Meetings
3. Experience in creating digital content for publicity purposes
4. Experience in maintaining a Website (Wordpress)
5. Knowledge of IT systems management
6. An understanding of, and commitment to, the work of the Junction.
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**Other:**

If selected for interview, do you require any ‘reasonable adjustments’ to be made?

❑ Yes ❑ No

Do you have any criminal convictions: ❑ Yes ❑ No

If yes, please provide details:

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| **What is your current period of notice?**  |
| **REFEREES** - Please provide the **name, address, telephone number and email address of two referees**. At least one of who must be your present or past employer. (References will only be taken up following the acceptance of a Conditional Offer of Employment) |
| Name & Contact Details  | Name & Contact Details.  |
| Nature of Relationship: | Nature of Relationship: |

|  |
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| I certify that all the information I have given is correct. I understand that any false information given may result in any job offer being withdrawn.Signed: ............................................................ Date: ................................... |

**Thank you for taking the time to complete this application.**

**Email completed application form to: ruth@thejunction-ni.org**

It is your responsibility to ensure that your application has been received by at latest: **5pm Thursday 5th September 2024**

**INTERVIEWS: Will take place on Thursday 12th September 2024.**

Shortlisted candidates will be informed and if shortlisted, invited to Interview by email.

