Creggan Neighbourhood Partnership

**Position:** Financial administrator - CNP

Part-time (22 hours per week)

**Salary**: £13740.44

**Closing Date:** Friday 11th October 2024 @ 12noon

**Ref:** Finance & Admin

**Section 1: PERSONAL DETAILS**

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| --- | --- | --- | --- |
| **Creggan Neighbourhood Partnership is an Equal Opportunities Employer and welcomes applications regardless of sex, pregnancy or maternity, marital or civil partnership status, religious or similar philosophical belief; political opinion, disability, racial group, gender reassignment, sexual orientation or age.** | | | |
| SURNAME: …………………………………………….  FORENAMES: ………………………………………………………  ADDRESS: ………………………………………………..  ……………………………………………………….  POST CODE:  TELEPHONE NO:  EMAIL: | | | |
| **QUALIFICATIONS:** | | | |
| **Qualification (e.g. GCSE)** | **Subject** | **Grade Achieved** | **Year** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **FURTHER EDUCATION** | | | | |
| Dates University/ Subjects Grade Achieved  From - To FE College etc. | | | | |
| **MEMBERSHIP OF PROFESSIONAL ORGANISATIONS AND INSTITUTIONS** | | | | |
| **EMPLOYMENT HISTORY** (please use continuation sheet if necessary)  Start with your present or most recent employment | | | | |
| Dates From - To  (Month & Year) | 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 by giving examples.  **NB: Only applicants who demonstrate that they meet the essential criteria will be shortlisted. Where we receive high volumes of applications, we reserve the right to shortlist those candidates who meet both the essential and desirable criteria.** |
| **ESSENTIAL CRITERIA** |
| **A minimum of two years’ work experience in a financial role within an office setting.** |
| **A minimum of two years work experience in an administration role within an office setting** |
| **Experience working with funders / managing agents and processing claims.** |
| **Experience working with budgets, invoices, cashflow projections.** |
| **Experience with financial systems, Payroll, HMRC, Annual Accounts.** |
|  |
| **The ability to work well as part of a team** |
| **DESIRABLE CRITERIA** |
| **Experience of working in a similar role within a community setting and understand the needs of the wider Creggan community.** |
| **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  Telephone no: Telephone no:  Email: Email:  Can they be contacted prior to interview – Yes No |
| **I certify that all information given is correct. I understand that any false information given may result in any job offer being withdrawn.**  **Signed: Date:**  *(Typed or electronic signature is acceptable)* |

**APPLICATION FORMS MUST BE RETURNED TO:**

**Email:** [**niamhcnp1@gmail.com**](mailto:niamhcnp1@gmail.com)

**CLOSING DATE: Friday 11th October @ 12noon.**

CVs will not be accepted or considered by the panel. Forms received after the advertised deadline will not be considered.