The Koram Centre

2-3 Mourne Villas

Lower Main Street

Strabane

BT82 8BG

[www.thekoramcentre.com](http://www.thekoramcentre.com)

The Koram Centre is an Equal Opportunities Employer and we welcome applicants regardless of age, religious belief, political opinion, sex, marital status or disability.

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| **APPLICATION FOR EMPLOYMENT** | |
| (Strictly Confidential) | |
| Position Applied For: | Post Ref: |
| Surname (Family Name): | Forename(s) (Other names): |
| Mr/Mrs/Miss/Ms: | Home Telephone No: |
| Home Address:  Post Codes: | Mobile Telephone No:  May we contact you?  Yes/No |
| Do you hold a current, full driving licence?  Yes/No | Do you have use of a vehicle?  Yes/No |

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| **EDUCATION / QUALIFICATIONS** | | |
| Level of Qualification | Subject | Mark/Grade Achieved |
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| **PROFESSIONAL QUALIFICATIONS** | |
| Please give details of membership of professional bodies. | |
| Name of Professional Body | Membership/Registration number |
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| **PRESENT (OR MOST RECENT) EMPLOYMENT** | | | |
| Name and Address: | | Position:  Period Employed (Years/Months): | |
| Telephone No: | | Basic Salary/Wage: | |
| Nature of Business: | | Other Benefits: | |
| Duties: | | Reason for leaving (if most recent job:  Notice required by present employer: | |
| **RELEVANT PREVIOUS EMPLOYMENT** | | | |
| Employers Name, Address and Nature of Business | Position held and Brief Description of Duties | Position Held For (Years/Months) | Salary/Wages & Reason for Leaving |
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| **INFORMATION FOR SHORTLISTING PURPOSES**  Please detail how you meet the following criteria. |
| **Essential Criteria**  Possess relevant NVQ qualifications (minimum Level 3) or specialist qualifications such as Association of Accounting Technicians (AAT) (minimum Level 3) and 1 year experience working in a finance environment or 3 years’ experience working in finance, either in a community/voluntary sector organisation or in a commercial business. |
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| **Essential Criteria**  GCSE English Language & Maths at Grade C or above (or equivalent)  . |
| **Essential Criteria**  Accounting/ financial experience, including experience in the production of management accounts and bank reconciliations. |
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| **Essential Criteria**  Strong analytical and statistical skills. |
| **Essential Criteria**  Strong IT skills, including knowledge and experience of using MS excel |
| **Essential Criteria**  Able to demonstrate excellent verbal and written communication skills to deal with a range of stakeholders including funders |
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| **Essential Criteria**  Ability to work as a member of a team |
| **Desirable Criteria**  At least 1 years’ experience of using SAGE accounting software. |
| **Desirable Criteria**  Experience working in the community / voluntary sector. |
| **Desirable Criteria**  Experience in being involved in making funding applications and financial claims within the community sector. |

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| **REASONABLE ADJUSTMENTS** |
| Do you have a disability? Yes/No |
| If ‘Yes’, are there any reasonable adjustments that can be made to assist you in your application or with our recruitment process? |
| **AVAILABILITY** |
| Please provide details of any dates that you would not be available to attend for interview (please note: due to availability of panel member the Koram Centre may not be able to accommodate any request for a change of date). |

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| **REFERENCES** | |
| Please give name, address, relationship and position for TWO referees. One of these should be your current or previous (if unemployed) employer | |
| 1. NAME | 2. NAME |
| Address | Address |
| Relationship to Applicant | Relationship to Applicant |
| Telephone | Telephone |
| May contact be made with this referee prior to interview?  Yes/No | May contact be made with this referee prior to interview?  Yes/No |

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| Do you have other paid employment e.g. consultancy work, sessional or part time work, self-employment? Yes/No |
| If yes, give details (included hours worked): |
| How did you learn of this vacancy? (Please state publication if applicable) |
| **To withhold, falsify or omit relevant material fact will lead to disciplinary action, including dismissal in the case of a successful applicant. Successful applicants may be asked to provide evidence of their qualification and previous salary.** |
| Signature: Date: |

Unless you receive notification within 4 weeks of the specified closing date, please assume that you have been unsuccessful. In the interest of economy individual letters will not always be sent.

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| **For Office Use Only:** | | | |
| Date Received | Date Acknowledged | Short Listed | Reason |
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|  |  | Interviewed |  |
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**Application**

* Complete all sections of the application form and return 2 copies, to The Koram Centre on or before closing date.
* Incomplete or late applications or applications sent by e-mail will NOT be accepted
* Applications will only be accepted on the form provided.
* Fair Employment Monitoring form should be returned with your application (these should be put in separate sealed envelopes).
* Shortlisting will be based on evidence provided in your application form satisfactorily demonstrating how and to what extent you meet the criteria. The recruitment panel will not make assumptions as to your qualifications, experience, knowledge or skills
* Candidates who meet the shortlisting criteria will be invited to interview.

Please note:

Appointment is subject to the following pre-employment checks:

* Verification of the right to work in the UK
* Receipt of satisfactory references
* ACCESS NI Enhanced Disclosure Check
* Verification of qualifications and professional accreditation/memberships

Position offered is subject to an induction process and probationary period of six months.

Applications should be marked **PRIVATE & CONFIDENTIAL** and sent to:-

Recruitment, The Koram Centre, 12 Railway Street, Strabane, BT82 8EF

Closing date for receipt of completed applications is no later than

Friday 20th September 2024

For further information contact:-

The Koram Centre – Tel: 02871886181 / Email: [admin@koramcentre.com](mailto:admin@koramcentre.com)

The Koram Centre is an equal opportunities employer.