**Redburn and Loughview Community Forum**

**Position:** Finance/Admin Officer - Peace Impact Programme

 Full-time (17.5 hours per week)

 NJC Scale 5 pt 17 - £13,423

**Closing Date:** Tuesday 3rd December 2024 at 12:00pm

**Ref:** Finance/Admin Officer

**Section 1: PERSONAL DETAILS**

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| **Redburn and Loughview Community Forum 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** |

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| **FURTHER EDUCATION** |
|  Dates University/ Subjects Grade AchievedFrom - 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 |
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**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 qualification in Administration or a related discipline** **OR****At least five years paid or voluntary experience in a similar role.** |
| **At least 2 years’ experience of working within a finance/administration setting.** |
| **Significant recent experience in projecting and handling cashflow in regards to funding;**  |
| **At least 5 year’s recent experience of establishing good finance practice, including compiling financial reports;** |
| **The ability to work well as part of a team;** |
| **DESIRABLE CRITERIA** |
| **Experience of financial administration in the charity sector** |
| **A local knowledge of the Reburn and Loughview areas and the prominent issues within** |
| **Other Requirements** |
| **Full driving licence and access to a form of transport. Consideration will be given to alternative travelling proposals in respect of applicants with a disability who cannot hold a licence.** |
| **Do you need a work permit to work in the UK?** |
| **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 AddressTelephone 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:** rlcf@live.co.uk

**CLOSING DATE:** Tuesday 3rd December

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