

Position applied for: **MDA Admin and Finance Officer**

**One part time post for 84 months.**

Ref.: Finance/25-32

**Name of Applicant:**

**Address:**

**Email address:**

The closing date for applications is **12 noon on Friday 14th March 2025**

Completed application forms should be signed, scanned and emailed to committee, you will receive a reply of receipt when your application has been received. You must confirm receipt **before** the closing date and time as we will not be able to accept applications that are sent but not received before the closing date and time.

Completed application forms can also be returned to:

Copacetic Business Solutions

53-55 Crumlin Rd

Belfast

BT14 6ST

**Interviews are scheduled to take place week beginning 24th March 2025.**

If you have a disability and require any reasonable adjustments for any aspect of our recruitment and selection process, please email [recruitment@copacetic.org.uk](mailto:recruitment@copacetic.org.uk)

The Market Development Association is an equal opportunities employer, and we welcome applications from all.

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| **Personal Details** | | | | |
| Surname: |  | Forenames: |  | |
| Mr/Mrs/Miss/Ms |  | Preferred Name: |  | |
| Home Address: |  | Date of Birth: (DD/MM/YY) |  | |
| Telephone:  Home:  Mobile: |  | |
| Postcode: |  | National Insurance No: | |  |

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| --- | --- | --- | --- | --- | --- |
| **Education and Training** | | | | | |
| Secondary School and/or College/University | From | To | Level of Examination | Subject | Grade |
|  |  |  |  |  |  |

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| **Other Training** | | | |
| Course Content | Dates | Training Establishment | Qualification |
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| **Employment (please give details of all positions held, starting with your present employer)** | | | | | |
| Dates | | Name and address of employer and nature of business | | Job title and immediate reporting line | Final remuneration package (with details) |
| From: (MM/YY) | To: (MM/YY) |
|  |  |  | |  |  |
| Nature of duties and responsibilities in brief including reason for leaving: | | | | | |
| Dates | | | Name and address of employer and nature of business | Job title and immediate reporting line | Final remuneration package (with details) |
| From: (MM/YY) | To: (MM/YY) | |
|  |  | |  |  |  |
| Nature of duties and responsibilities in brief including reason for leaving: | | | | | |
| Dates | | | Name and address of employer and nature of business | Job title and immediate reporting line | Final remuneration package (with details) |
| From: (MM/YY) | To: (MM/YY) | |
|  |  | |  |  |  |
| Nature of duties and responsibilities in brief including reason for leaving: | | | | | |

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| **Experience** |
| Please demonstrate, that you have four years' or more experience of working in a community development setting and outline how this experience makes you a suitable candidate for this post including (refer to Job Specification):   * Managing Funds and Budgets. * Providing secretarial support * Maintaining communication channels (newsletters, social media). * Monitoring progress and outcomes.   (You may continue on to extra pages if needed) |

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| --- | --- | --- |
| **References:** | | |
|  | Current or most recent employer | Personal |
| Name  Position  Address and telephone no. |  |  |

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| **Declaration:**  I certify that the information that I have supplied in this form is correct and I understand that any false or misleading information, if proved, may results in no further action being taken on this application, or, if appointed, dismissal from the service of the MDA.  Signature: Date:  *Forms not completed fully may be rejected.* |

Please return all applications by **12 noon on Friday 14th March 2025** to:

Copacetic Business Solutions

53-55 Crumlin Rd

Belfast

BT14 6ST

You can also scan and email your application to [recruitment@copacetic.org.uk](mailto:recruitment@copacetic.org.uk); please cc in [committee@marketbelfast.org](mailto:committee@marketbelfast.org), and mark clearly in the email the job you are applying.

*Forms submitted via email* ***must*** *be signed in hard copy, scanned and then returned.*