|  |  |
| --- | --- |
|  | **Cliftonville Community Regeneration Forum****Application Form** |

|  |
| --- |
| **Position: Financial Administrator** |
| **Closing Date: Monday 28th April 2025 at 12.00pm** | **App Reference No.** |  |

|  |
| --- |
| **PERSONAL DETAILS** |
| Name |  |
| Address |  |
| Town/City |  |
| Post Code |  |
| Tel: |  |
| Email: |  |

|  |
| --- |
| **Referees** |
| Please provide the name and address of two referees (one must be your present or previous employer). Permission to use referees names must be obtained before submitting your application. |
| Name:  | Name: |
| Address | Address: |
| Tel: | Tel: |
| Position | Position: |
| Email: | Email: |

|  |
| --- |
| **Declaration** |
| 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 I understand that any false information given may result in any job offer being withdrawn. |
| Name: *(Block Capitals)* |
| Signature:(Type name if you cannot provide a signature) |
| Date: |

|  |  |
| --- | --- |
| **App Reference No.** |  |

|  |
| --- |
| **PRESENT OR LAST EMPLOYER** |
| **Name and Address of present employer or last employer** |  |
| **Post Held:** |  |
| **Duties of the post:** |  |
| **Date appointed:** |  | **Present Salary:** |  | **Period of Notice:** |  |

|  |
| --- |
| **VOLUNTARY SERVICE OR COMMUNITY WORK** |
| Please give details of any voluntary or community work that you have undertaken. By this we mean any work undertaken in an unpaid voluntary capacity for a social cause or purpose. |

|  |
| --- |
| **WORK EXPERIENCE** |
| Please list, starting with the latest, any relevant positions you have held, with a brief description of duties and dates. If you feel a previous post is not relevant to the position there is no requirement to include it here. |
| **Dates** | **Positions** | **Duties** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

| **ESSENTIAL CRITERIA** |
| --- |
| **Please detail how you meet the essential and desirable criteria for this post. Please use additional pages if necessary.** |
| **Essential Criteria (EC)** | **How do you meet the Essential Criteria?** |
| **EC1: Education/ Qualifications** * Maths and English GCSE Grades A-C
* A qualification in ICT which includes Excel and Word (e.g. ECDL)
* Business Administration Level 2
 |  |
| **EC2: Attitudinal*** Diplomatic and **treat people with courtesy, politeness, and kindness**
* Discrete, trustworthy and understand the importance of confidentiality
* Committed to good relations and anti-poverty work
* Be non-judgmental, have the ability to empathise with the people we work with and possess an awareness of cultural and community differences
* Commitment to personal and professional development
 |  |
| **EC 3: Experience:*** At least 2 years’ experience working in financial administration and bookkeeping
* A minimum of 6 months experience of working with Sage Accounting
* Experience of working with electronic business banking
* Experience of working with grant funding bodies
 |  |
| **EC 4: Skills & Knowledge*** Highly organised and have a meticulous attention to detail
* Excellent written and communication skills
* Be able to work on own initiative and as part of a team
* Minute-taking skills
* Ability to work to strict deadlines
* Self-motivated with the ability to work both on own initiative and as part of a team
 |  |
| **EC 5: Communication Skills*** Excellent interpersonal and communication skills including the ability to communicate both orally and in writing and the ability to adjust the style and content of communication to meet internal and external needs.
 |  |
| **EC 6: Circumstances*** Ability to work flexible and unsocial hours
 |  |

|  |
| --- |
| **DESIRABLE CRITERIA** |
| **Please detail how you meet the essential and desirable criteria for this post. Please use additional pages if necessary.** |
| **Desirable Criteria (DC)** | **How do you meet the Desirable criteria?** |
| **DC1: Education/Qualifications*** Level 3 (or equivalent) in Accounting
* Sage Accounts Level 2
* ECDL Excel Advanced or Extra
 |  |
| **DC 2: Skills & Knowledge*** Experience of using Sage Accounting & Payroll
* Experience of management of administration staff
 |  |

|  |
| --- |
| **QUALIFICATIONS\*** |
| **Dates** | **School/College/****University** | **Subject** | **Grade** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

\* **Please note:** You only need to list the qualifications you consider relevant to this post

|  |
| --- |
| **Please Return to:** |
| Please return the completed application marked ‘Financial Administrator Post’ to:Anne Mulvenna,Cliftonville Community Regeneration Forum,185 Clifton Park Avenue,Belfast BT14 6DT.oranne@ccrf.org.uk |