REF NO: HFCS/1024

APPLICATION FOR: **Head of Finance and Corporate Services**

CLOSING DATE: Midday on 21 October 2024

***ALL INFORMATION WILL BE TREATED AS STRICTLY CONFIDENTIAL***

**PLEASE PRINT OR TYPE IN BLACK INK AND ANSWER ALL QUESTIONS.**

**PLEASE NOTE CV’S WILL NOT BE ACCEPTED.**

**PLEASE TRY TO KEEP ANSWERS TO THE SPACE PROVIDED ON THE APPLICATION FORM.**

***PERSONAL DETAILS***

**(Part one)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| SURNAME: |  | | | | |
| FORENAME(S): |  | | | | |
| ADDRESS: |  | | | | |
|  | | | | POSTCODE: |  |
| TELEPHONE NUMBER: (STD CODE) | | |  | | |
| MOBILE NUMBER: (STD CODE) | | |  | | |
| PREFERRED CONTACT NUMBER: (STD CODE) | | |  | | |
| EMAIL ADDRESS: | |  | | | |
| NATIONAL INSURANCE NO: | |  | | | |
| RIGHT TO WORK IN THE UK | |  | | | |

YES / NO

**PLEASE SEND COMPLETED APPLICATION TO:**

Sonya Bigg

Staff And Volunteer Development Coordinator

**E-mail:** [**recruitment@housingrights.org.uk**](mailto:recruitment@housingrights.org.uk)

Or by post at:

Housing Rights,

The Skainos Centre,

239 Newtownards Road,

Belfast BT4 1AF

**By midday on Monday 21 October 2024**

**EDUCATION / TRAINING**

Please provide details of your education and training in the table below.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Name of university or college** | **QUALIFICATIONS ATTAINED** | | | | | |
| **Dates** | | **Type of qualification** | **Subjects Passed** | **Grade attained** | **Date awarded** |
| From: | To: |
|  |  |  |  |  |  |  |
| *Other relevant training* |  |  |  |  |  |  |

**(Part two)**

Please note, the recruitment panel will only receive **Part Two** of the application form, therefore only those candidates who have best demonstrated they meet the criteria as set out in the Person Specification for this post, will be short-listed.

**EMPLOYMENT RECORD**

Please start with your present or most recent employment and continue on separate sheet if necessary.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **From** | **To** | **Name & address**  **of Employer** | **Position Held**  **& Main Duties** | **Hours per week in post** | **Grade/**  **Salary** | **Reason for Leaving** |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

**EXPERIENCE**

Please note that only those candidates who have best demonstrated they meet the requirements of the post will be short-listed.

**Essential Criteria (Please continue on a separate sheet if required)**

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **\*E1**. **Third level qualification (or equivalent) in a relevant discipline, be a fully qualified accountant having successfully completed the professional examinations, and be a full member of one of the following bodies: ACCA, ACA, CIPFA, CIMA, ICAS, ICAEW**   |  |  |  |  | | --- | --- | --- | --- | | **Name, Level & Result(s) of**  **Qualification(s) and/or Professional Examinations** | **Dates Attended** | | | |  |  | To |  | |  |  | To |  |   **Fully qualified accountant: YES/NO**  **Full membership of:** |
| **\*E2. Please demonstrate clearly, minimum of three years’ experience in a senior role, with responsibility for finance and governance with an evidenced track record in diversifying income streams for an organisation.** |
| **\*E3. Please demonstrate clearly, minimum of three years’ experience in successfully managing people or teams to deliver results** |
| **\*E4. Please demonstrate clearly, experience of developing and delivering continuous improvement initiatives and securing staff buy-in to proposed changes** |
| **\*D1 Desirable criteria:**  **Please demonstrate clearly, experience within Charity/ Voluntary sector** |

**VOLUNTARY SERVICE**

Have you been involved in voluntary service of any kind? Please give details, amount of time spent and the nature of your work. (Please continue on a separate sheet if required)

|  |
| --- |
|  |

**(Part three)**

**CRIMINAL OFFENCES**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Have you ever been convicted of a criminal offence?** | **YES** |  |  | **NO** |  |

If YES, please give details of offence/s:

|  |  |
| --- | --- |
|  | (Note: You do not need to disclose any convictions which would be considered spent under the Rehabilitation of Offenders (NI) Order 1978.) |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Are you related to any existing member of the staff or Board of Housing Rights?** | **YES** |  | **NO** |  |

If YES, please give details (i.e. name and nature of relationship).

|  |
| --- |
|  |

|  |  |
| --- | --- |
| **If successful, how much notice are you required to give (if applicable) and how soon can you take up a post?** |  |
| **We routinely arrange learning and development opportunities for the successful candidate during their initial induction period and occasionally prior to an official start date. Do you have any planned holidays within the next 3 months?** |  |

**REFERENCES**

Please give details of two referees, at least one of whom should be your current/last employer:

**PLEASE PRINT CLEARLY ALL DETAILS**

|  |  |  |
| --- | --- | --- |
| **1** |  | **2** |
|  | **NAME** |  |
|  | **ADDRESS** |  |
|  | **TELEPHONE** |  |
|  | **EMAIL** |  |
|  | **CAPACITY** |  |
|  | **Can be contacted for a reference at this time (Y/N)** |  |

**Please note that we will not be requesting for any references prior to a successful appointment.**

**I DECLARE THAT ALL INFORMATION I HAVE GIVEN IS TRUE TO THE BEST OF MY KNOWLEDGE.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **APPLICANT’S SIGNATURE** |  | | **DATE** |  |
|  | |  | | | |

How did you hear about this vacancy?

|  |  |  |  |
| --- | --- | --- | --- |
| Housing Rights social media channels/website |  | Housing Rights e-zine |  |
| Community NI |  | JobApplyNI (job centre) |  |
| Nijobfinder.co.uk |  | Family/friend |  |
| cwjobs.co.uk |  | Recruiter / Agency |  |
| Other (please state): | | | |