APPLICATION NO: **FC/0325**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

APPLICATION FOR: **Financial Controller**

CLOSING DATE: Monday 7 April 2025 at midday

***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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_POST CODE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

TELEPHONE NUMBER: (STD CODE) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

MOBILE NUMBER: (STD CODE) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

RIGHT TO WORK IN THE UK \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 YES/NO

**PLEASE SEND COMPLETED APPLICATION TO:**

**e-mail: recruitment@housingrights.org.uk**

**by 7 April 2025 at midday**

**EDUCATION / TRAINING**

|  |  |
| --- | --- |
|  | **QUALIFICATIONS ATTAINED** |
| **Dates** | **Type of qualification** | **Subjects Passed** | **Grade attained**  | **Date awarded** |
| From: | To: |
| **Further / Higher Education / Training** *(name of university/**college)* |  |  |  |  |  |  |

**(Part two)**

Please note, the recruitment panel will only receive **Part Two** of your 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.

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

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

**Essential Criteria**

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| --- |
| **\*E1. A recognised professional accountancy qualification (for example, ACCA, CIMA, ACA, or equivalent) AND at least 1 years’ experience in a similar role to include financial management or financial control within a medium or large organisation with multiple income streams and cost centres** **OR****At least 3 years’ experience in a similar role to include financial management or financial control within a medium or large organisation with multiple income streams and cost centres** |
| **\*E2. Minimum of one years’ experience of processing payroll, PAYE, NIC, payments and banking arrangements** |
| **\*E3. Demonstrated experience of preparing income and expenditure statements; cash flow analysis; reporting and trend analysis for forecasting** |
| **\*E4*.* Demonstrated experience of financial reporting and budget control** |
| **\*E5. Demonstrated experience of preparing annual accounts for audit and liaison with external auditors on management of annual audit process** |
| **\*E6. Demonstrated experience of using financial management software for example, Sage 50 Accounts, Sage Payroll or equivalent) interpreting raw financial data into accessible management information with recommendations for action.** |
| **\*E7. Demonstrated working experience of Microsoft Excel (or equivalent)** |

|  |
| --- |
| **Desirable criteria**Please demonstrate clearly below how you meet any desirable criteria. (Max. 500 words) |

**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.

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|  |

**(Part three)**

*Part three will not be available to the selection panel*

|  |  |
| --- | --- |
| **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?**  |  |

**CRIMINAL OFFENCES**

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

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

If YES please give details of offence/s:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| --- | --- | --- | --- |
| **Are you related to any existing employee or board member YES****of Housing Rights?**  |  |  **NO** |  |

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

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**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** |  |
|  | **ROLE** |  |

(NB AN EMPLOYER’S REFERENCE WILL BE REQUIRED BEFORE APPOINTMENT)

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

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

|  |  |
| --- | --- |
| How did you learn about this job vacancy? |  |

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