**Longford Community Resources Clg**

**Application Form**

**For Finance Officer – March 2023**

**SECTION A**

|  |  |
| --- | --- |
| **Name:** |  |
| **Surname:** |  |
| **Address for Correspondence:** |  |
| **Telephone (preferred day time contact):** |  |
| **Mobile:** |  |
| **Home:** |  |
| **Work:** |  |
| **Email:** |  |

**Academic and Professional Qualifications**

**Candidates should outline all details regarding academic and professional qualifications.**

**Please start the list with your most recent qualification**

| **Name & Address of Institute** | **Years Attended****(DD/MM/YYYY)****From - To** | **Qualification Obtained** |
| --- | --- | --- |
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**Employment Record**

Please give below, full particulars of all employment (including any periods of unemployment) between the date of leaving school or college and the present date. No period between these dates should be unaccounted for.

\*Contract Type: P = Permanent, C = Contract, T = Temporary, V = Voluntary

**Please start the list with your most recent experience**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Period Held in Months** | **Dates****(DD/MM/YYYY)****From - To** | **Contract Type\*****P/C/T/V** | **Job Title** | **Employer Name & Address** | **Short Description of Relevant Duties****\*Include reason for leaving\*** |
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**Additional Details**

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| **Interview Arrangements** Please provide details of any special arrangements in relation to either communications or access which you may require if invited to interview: |
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| **Driving for Work**Please confirm by writing ‘yes’ in the box below that you have a full clean driving license and use of a car for work purposes. |
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**SECTION B**

**Supplementary Question Section for the post of:**

**Finance Officer**

In the following section, we ask you to describe some of your personal achievements to date that demonstrate certain knowledge, skills and abilities which have been identified as necessary. The skills and abilities are indicated in the headings of questions on the following pages.

Please do not use the same example to illustrate your answer to more than 2 questions.

**Please note all questions must be answered.**

**Questions**

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| **Q. 1) Please provide details of your experience in financial management and administration, where relevant include your experience in the administration of public funding?** |
| **Answer:** |  |
| **Q. 2) Please detail your knowledge and experience in the use of computerised accounting packages?** |
| **Answer:** |  |
| **Q. 2) Please detail your knowledge and experience in compliance and auditing?** |
| **Answer:** |  |
| **Q. 3) Please explain why you are interested in this position?** |
| **Answer:** |  |

**Competencies**

**For each of the areas below, please briefly highlight specific achievements, contributions or expertise you have developed from your career to date which clearly demonstrate your suitability to meet the challenges of this role:**

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| **Q. 1) Leadership** |
| **Answer:** |  |
| **Q. 2) Analysis & Decision Making** |
| **Answer:** |  |
| **Q. 3) Teamwork & Delivery of Results** |
| **Answer:** |  |
| **Q. 4) Interpersonal & Communication Skills** |
| **Answer:** |  |
| **Q. 5) Planning & Organising** |
| **Answer:** |  |

**Supplementary Information**

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| **Please list any other relevant information in support of your application?** |
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**SECTION C**

**Notes**

**Before you return the form to us, please ensure that you have completed all sections of it and that you have completed the declaration below. The onus is on candidates to establish eligibility in this application form.**

* **Please do not forward any certificates or references with this form.**
* **Misstatements or canvassing will render an applicant liable to disqualification.**
* **The personal data supplied by you on this application form will be stored on file in accordance with the General Data Protection Regulation 2018 directive and will be used only for the purpose of this recruitment process.**
* **Late applications will not be accepted.**

**Please return completed application form, your full curriculum vitae and a cover letter in a sealed envelope clearly marked Finance Officer and return to:**

**Adrian Greene**

**CEO**

**Longford Community Resources CLG**

**Templemichael**

**Longford**

**N39 RH22**

**Or**

**By email to** **enquiries@lcrl.ie** **clearly marked** **Finance Officer for the attention of Adrian Greene.**

**Reply To Be Received no later than 4pm on Wednesday 22nd March 2023.**

**Declaration**

**I hereby declare that the information given in this form is correct and give my permission for enquiries to be made to establish such matters as age, qualifications, experience and character and for the release by other people or organisations of such information as may be necessary to Longford Community Resources Clg for that purpose. This may include enquires from past/present employers. The submission of this application is taken as consent to this.**

|  |  |
| --- | --- |
| **Signature:** |  |
| **Name:**In Block Capitals |  |
| **Date:** |  |