Text

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| A picture containing text, clipart  Description automatically generated  **Application Form: Finance Manager** |

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| **THE INFORMATION YOU SUPPLY ON THIS FORM WILL BE TREATED IN CONFIDENCE.**  Please note that the closing date for this role is Thursday 3rd February at 5pm  Please return by email to shauna@derryplayhouse.com. |

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| Section 1 Personal details |

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| --- | --- | --- | --- |
| Position Applied for: | | | Finance Manager |
| Title: |  | Last Name: |  |
| First Names: | |  | |

|  |  |
| --- | --- |
| Address: |  |
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| --- | --- | --- |
| Postcode: |  | |
|  | | |
| Home Telephone Number: | |  |
| Mobile Telephone Number: | |  |

|  |  |
| --- | --- |
| E-mail address: |  |

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| --- | --- | --- | --- | --- |
| Are you eligible to work in the UK? | Yes | ☐ | No | ☐ |

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| Please state any dates you are unavailable for interview: |

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| Section 2 Rehabilitation of Offenders Act |

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| --- | --- | --- | --- | --- |
| Do you have any unspent convictions or conditional cautions? | Yes | ☐ | No | ☐ |

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| If yes, please give details / dates of offence(s) and sentence |

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| Section 3 Special Requirements |

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| Please list below any special requirements or reasonable adjustments if you are disabled that you may have if you are called to interview. |
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| Section 4 Education |

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| Level  (I.e. GCSE, Btec, NVQ, Degree etc.) | Subject studied | Grade |
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**MEMBERSHIP OF PROFESSIONAL BODIES**

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| --- | --- |
| **Name of professional body** | **Grade Of Membership (Where appropriate)** |
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| Section 5 Employment Record |

Please list chronologically, starting with current or last employer

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| --- | --- | --- | --- | --- |
| Name and Address of Employer | Date From: | Date To: | Job Title/Job Function/ Responsibilities: | Salary and Reason for Leaving |
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| Section 6 Tell us about you |
| Please tell us how you meet the essential skills and experience.   * A professional accountancy qualification (CAI, ACCA, CIMA) * Experience and track record of success in a relevant finance manager role * High level of proficiency in Sage accounting * Strong knowledge and experience of SORP for charities, audit processes and financial reporting * Strong financial system, budget management and business administration understanding * Excellent ability to problem solve along with solid analytical skills * Experience of highly effective relationship management experience within a charity, another third sector organisation or business. * Experience leading and supporting teams successfully. * Highly competent and confident on MS office systems, in particular Microsoft Excel.   *Continue on additional sheets as necessary* |
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| Please tell us how you meet the desirable skills and experience.   * 3 year’s experience or more in finance management in a charity or related sector. * 3 year’s experience or more of leading and supporting teams successfully. * Proven ability to continually improve finance systems in an organisational setting. |
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| Please tell us how you meet the essential attributes.   * Collaborative and excellent team player * Strong attention to detail * Passionate about developing and using robust systems. * Strong negotiator * Confident with a variety of stakeholders regardless of seniority. * Able to work independently and take the lead in financial management. * Commitment to the mission and values of The Playhouse. |
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| Please tell us how you meet the desirable attributes.   * Well developed coaching and relationship building skills with the ability to motivate and inspire others. |
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| Please use this space to provide any additional information demonstrating how you meet the essential and desirable criteria where you may not have had he opportunity to do so within this application form. |
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| Section 7 References |

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| Please give the names and addresses of your two most recent employers, one being your current employer if you are currently in employment (if applicable). If you are unable to do this, due to this being your first employment please use an educational tutor as your referees. |

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| Reference 1 |  | Reference 2 |

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| --- | --- | --- | --- |
| Name: |  | Name: |  |

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| --- | --- | --- | --- |
| Their Position (job title): |  | Their Position (job title): |  |

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| --- | --- | --- | --- |
| Work Relationship: |  | Work Relationship: |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Organisation: |  | | Organisation: |  | |
| Dates Employed: | From: | To: | Dates Employed: | From: | To: |

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| --- | --- | --- | --- |
| Address: |  | Address: |  |
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|  |  |  |  |
| Postcode |  | Postcode |  |

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| --- | --- | --- | --- |
| Telephone No: |  | Telephone No: |  |

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| --- | --- | --- | --- |
| E-mail: |  | E-mail: |  |

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| Section 8 Declaration | | | | | |
| I confirm that the information provided in this application is truthful and accurate. I have omitted no facts that could affect my employment. I understand that any false misleading statements could place any subsequent employment in jeopardy. I understand that any employment entered into is subject to documentary evidence of my right to work in the UK and satisfactory references. I expressly consent to personal data contained within this form being recorded for the purposes of assessing suitability for the post and may form the basis of any subsequent personnel file. | | | | | |
|  | Signed: |  | Date: |  |  |
| The Playhouse will process the personal data that you have supplied on this application form in accordance with the terms of the privacy notice for job applicants which is included with your recruitment pack. The Company will only process your personal data where it has a lawful basis for such processing. | | | | | |