

Guidance Notes on Completing this Application Form

Thank you for requesting an application pack for a job opportunity with Belfast Hills Partnership. In order to ensure that your application is considered you must complete the application form in this pack and return by hard copy or e-mail not later than **12noon on Monday 15th July 2019.**

In order to ensure that your application is considered you must complete the application form in this pack.

Candidates will be selected for interviews only on the basis of the information supplied on this form. It is in your best interest to follow all instructions and complete all necessary sections in a clear and concise manner.

All applications must be completed in **BLACK** ink / typescript and **ALL** boxes / questions must be completed. Failure to do so may result in your application not being considered.

You have been supplied with a job description, which sets out the essential and desirable criteria for this job.

When completing this form you are requested to study the criteria and you should **CLEARLY** indicate when your experience or qualifications are relevant to the job specification. If you find that you cannot include all relevant information in the spaces provided you may continue on additional sheets but please ensure these are referred to and securely attached.

If you do not have the qualifications requested but do have an equivalent you must include details of this, clearly demonstrating their equivalency. The panel may not assume you have the qualifications or experience required.

You will be contacted by us only if you have been shortlisted for interview. We would envisage that successful candidates to be in post Aug/Sept 2019.

Please do not include a CV as we can only use information from this Form.

**Partnership Manager
Belfast Hills Partnership
9 Social Economy Village
BELFAST
BT17 0XS
Tel: 028 90603466**

**Email: info@belfasthills.org
Web: www.belfasthills.org**



JOB DESCRIPTION

JOB TITLE: ADMINISTRATIVE AND FINANCE MANAGER (Part Time)

RESPONSIBLE TO: PARTNERSHIP MANAGER/SCHEME MANAGER

LOCATION: SOCIAL ECONOMY VILLAGE, HANNAHSTOWN HILL

MAIN TASK:

To manage and provide administrative and financial management support to the Partnership Manager, Scheme Manager, the Board of Directors, Sub Committees, and other staff as required.

SPECIFIC TASKS:

1. To maintain effective general administrative and welcoming telephone switchboard services for the Partnership.
2. To manage and maintain recording systems for all financial transactions of the Partnership.
3. To ensure all financial claims and reports are compiled and provided to funders and other bodies to required dates and standards.
4. To provide bank reconciliations and financial balance reports across Belfast Hills Partnership project headings.
5. To provide detailed financial information to the appointed auditors, Managers and other members of staff for Board reports, funding applications etc. as required.
6. To maintain employment related services/records for the Partnership such as payroll and annual leave.
7. To provide minute taking and secretarial functions for Board and other meetings as required and to manage board communication systems.
8. To maintain activity records in respect of the work of the Partnership.
9. To manage office supplies and equipment maintenance and liaise with suppliers and contractors.
10. To manage, maintain and develop all aspects of BHP IT systems as required.
11. To maintain policy records and official documentation within the Partnership on Health and Safety, Articles of Association, etc.

12. To assist where required with seminars, workshops and indoor or outdoor events.
13. To assist in the management of websites, online information, ebulletins and general communication of the organisation.
14. To work with other staff and volunteers to carry out any other duties required for the effective operation of the Partnership and its projects.

ESSENTIAL CRITERIA:

1. To be able to demonstrate a high level of computer skills including accounts & payroll, word processing, spreadsheet and database software.
2. Previous experience of assisting with financial management of large funded projects such as recording and monitoring of income and expenditure, preparation of grant claims and related reports.
3. A minimum of 5 GCSE passes or equivalent including English and Maths.
4. Excellent organisational skills and the ability to work on own initiative.
5. An excellent level of written English and the ability to take accurate minutes and to support the Managers in the effective running of meetings.

DESIRABLE CRITERIA:

1. Experience in using Sage accounts software or similar.
2. Good communication skills and the capacity to develop good working relationships both within and outside the Partnership.
3. Experience in maintenance of ICT office systems.
4. Experience in website creation and maintenance.
5. Flexible approach and outlook and an ability to bring fresh, imaginative ideas to the job.

TERMS AND CONDITIONS:

Length of Contract: Up until March 2021 subject to funding

Salary: £13,367.34 for 14 hours (£22,278.90 pro rata)

Hours: 21 hours per week

Holidays: Part time equivalent of 25 days and 12 statutory days

Probationary Period: six months

Notice: two months

**PRIVATE AND CONFIDENTIAL
APPLICATION FORM**



Job No: 19/04 Application Number:

For the post of: **Administrative and Finance Manager (Part-time)**

- *The completed Application Form and additional materials must be returned not later than 12 noon on Monday 15th July 2019.*
- ***Applications received by the Partnership after this date and time will not be accepted, nor will faxed applications and/or Curriculum Vitae.***
- *Emailed copies must be addressed to info@belfasthills.org. We will try to acknowledge receipt as soon as possible.*
- *Hard Copy applications must be returned in an envelope clearly marked PRIVATE AND CONFIDENTIAL and addressed to: **The Partnership Manager, Belfast Hills Partnership, 9 Social Economy Village, Hannahstown Hill, BELFAST BT17 0XS***

Personal Details – N.B. this page and the Equal Opportunities Monitoring Form will not be available to shortlisting panel

Title: Surname:

Forename(s):

Home address:

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Post Code: Telephone No:.....

Mobile:..... Email address :.....

National Insurance Number:

Do you require a work permit to work in the UK? YES NO

Do you consider yourself to have a disability? **Yes** **No** *(please tick as appropriate)*

If **yes**, is there anything we need to know about your disability in order to offer you a fair selection interview, e.g. car parking facilities, access facilities?

COMPLETE BOTH SIDES Job No: Ref 19/04 Application Number:

Qualifications

Date (month & year)	Examining Body	Type & Level	Subject	Grade

(Please use additional sheets if necessary)

Further/Higher Education

If you have attended university, polytechnic or college, please give:

Name of establishment	Qualification (Subject & Level)	Dates of study		Date Obtained
		From	To	

Please give details of any other professional qualifications or relevant training

Title of qualification or training	Examining Body	Date obtained

Present Post

Please give the following details if you are currently employed

Name & Address of Current Employer	Job Title	Brief List of Main Duties

Current Salary..... Date Appointed..... Period of Notice.....

Previous Posts & Experience

Beginning with the most recent post, please list your previous posts.

Name & Address of Employer	Job Title	Duties (briefly) and Reason for Leaving	Dates (Month & Year)	
			From	To

(Please continue on additional sheets if necessary)

Supporting Information

• *We shortlist only on the information which you provide in this application form. You have provided information on your qualifications and experience. You are invited to make a statement in the spaces below showing specific evidence as to how you meet the other essential criteria outlined in the Job Description. State exact duration of any experience and its nature e.g. full-time, part-time, volunteer (Please continue on additional sheets, if necessary).*

1. To be able to demonstrate a high level of computer skills including accounts & payroll, word processing, spreadsheet and database software.

2. Previous experience of assisting with financial management of large funded projects such as recording and monitoring of income and expenditure, preparation of grant claims and related reports.

3. Excellent organisational skills and the ability to work on own initiative.

4. An excellent level of written English and the ability to take accurate minutes and to support the Managers in the effective running of meetings.

Please make a statement in the box below showing specifically how you meet the desirable criteria outlined in the Job Description. (Please continue on additional sheets, if necessary).

1. Experience in using Sage accounts software or similar.
2. Good communication skills and the capacity to develop good working relationships both within and outside the Partnership.
3. Experience in maintenance of ICT office systems.
4. Experience in website creation and maintenance.
5. Flexible approach and outlook and an ability to bring fresh, imaginative ideas to the job.

COMPLETE BOTH SIDES Job No: Ref 19/04 Application Number:

Please indicate how you became aware of this vacancy.....

Referees

Applicants are required to supply names of 2 suitable referees from current and/or previous employment. Both referees should be able to comment on the ability to carry out the responsibilities of the role. Referees will only be contacted at a final stage of the process.

Name:	Name:
Address:	Address:
Contact Tel No	Contact Tel No
Occupation	Occupation

• Please ensure that you have completed the Equal Opportunities Monitoring Form and return it together with this Application Form in an envelope addressed to the Monitoring Officer clearly marked “PRIVATE AND CONFIDENTIAL”.

Declaration by Applicant

The foregoing particulars are complete and correct to the best of my knowledge and belief. I understand that any false information given may result in a job offer being withdrawn or to dismissal and that any offer of employment made by Belfast Hills Partnership is subject to receipt of satisfactory references and/or vetting checks.

I consent to the processing of this information for the purposes of my application, subsequent employment and agree to personal vetting or other such searches being made, as may be necessary, now or in the course of my employment.

Usual signature:
Those applying online and shortlisted will be asked to sign at interview

Date:

**Belfast Hills Partnership
9 Social Economy Village
Hannahstown Hill
BELFAST BT17 0XS
Email: info@belfasthills.org**

COMPLETE BOTH SIDES Job No: Ref 19/04 Application Number:

EQUAL OPPORTUNITIES MONITORING FORM



It is the policy of Belfast Hills Partnership to ensure that no job applicant receives less favourable treatment on the grounds of race, disability, religious belief, political opinion, gender, marital or family status, sexual orientation or age. Belfast Hills Partnership seeks the information below which will be treated in the strictest confidence and used for monitoring purposes only.

This sheet will be detached from the application form and will not be made available to anyone other than the Monitoring Officer.

Answer the following questions by ticking the appropriate box:

- 1. GENDER MALE FEMALE
- 2. DATE OF BIRTH _____
- 3. MARITAL STATUS MARRIED SINGLE DIVORCED
LEGALLY SEPARATED

- 4. PLEASE INDICATE THE COMMUNITY TO WHICH YOU BELONG:
I AM A MEMBER OF THE PROTESTANT COMMUNITY
I AM A MEMBER OF THE ROMAN CATHOLIC COMMUNITY
I AM A MEMBER OF NEITHER THE PROTESTANT NOR ROMAN CATHOLIC COMMUNITY

5. DO YOU SUFFER FROM ANY DISABILITY OR HEALTH PROBLEM WHICH IS RELEVANT TO YOUR APPLICATION?

YES NO

NATURE OF DISABILITY _____

WHAT ADJUSTMENTS, IF ANY, ARE REQUIRED? _____

- 6. ETHNIC ORIGIN
BLACK AFRICAN BANGLADESHI BLACK CARIBBEAN CHINESE
INDIAN IRISH TRAVELLER PAKISTANI WHITE MIXED ETHNIC GROUP OTHER _____

OFFICIAL USE ONLY	Job No...19/4...	Application No.....
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