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**Application Form - Administrator**

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| **HOW TO APPLY**

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| Please note that the deadline for receipt of applications for this role is:**12 noon on Friday 26th April 2024.** Interviews will be conducted on **Wednesday 1st May 2024.**   |

1. Please download, save and complete this application form in Microsoft Word.
2. Please download, save and complete an equal opportunities monitoring form (available to download from our website with the application form).
3. Return the completed application form by email, along with a completed monitoring form, as two attachments.
4. Send both forms in one email and write ‘Administrator Application’ in the email subject line.
5. Send your email marked for the attention of Hilary Copeland, Director,

to director@fightingwords.co.uk |

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| **Section 1: Personal details** |
| Position Applied for:  | **Administrator**  |
| Title: |       | Last Name: |       |
| First Names: |      |
| Preferred Name: |  |
| Address: |  |
| Postcode: |  |
| 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 3: Special Requirements / Reasonable Adjustments** |
| Should you require any reasonable adjustments in relation to progressing your application, please advise here or contact helllo@fightingwords.co.uk.        |

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| **Section 4: Post-Primary Education** |
| **Level**(I.e. GCSE, Btec, NVQ, A Level) | **Subject studied** | **Grade** |
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| **THIRD LEVEL QUALIFICATIONS** |
| **Subject** | **Grade** | **Date Awarded** | **University / College** |
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| **OTHER TRAINING AND/OR MEMBERSHIP OF PROFESSIONAL BODIES** |
| **Name of professional body** | **Type of Training / Grade Of Membership** |
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| **Section 5: Employment Record**Please list chronologically, starting with current or last employer,  |
| 1. **Company Name:**
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| **Position:** |
| **Line Manager Name:** |
| **Duration of employment:** | **Reason for leaving:** |
| **Summary of relevant duties (max 200 words):** |
| 1. **Company Name:**
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| **Position:** |
| **Line Manager Name:** |
| **Duration of employment:** | **Reason for leaving:** |
| **Summary of relevant duties (max 200 words):** |
| 1. **Company Name:**
 |
| **Position:** |
| **Line Manager Name:** |
| **Duration of employment:** | **Reason for leaving:** |
| **Summary of relevant duties (max 200 words):** |
| 1. **Company Name**
 |
| **Position:** |
| **Line Manager Name:** |
| **Duration of employment:** | **Reason for leaving:** |
| **Summary of relevant duties (max 200 words):** |
| 1. **Company Name:**
 |
| **Position:** |
| **Line Manager Name:** |
| **Duration of employment:** | **Reason for leaving:** |
| **Summary of relevant duties (max 200 words):** |

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| **Section 6: Tell us about you** |
| **Please tell us how you meet the Essential Experience criteria.****Essential*** 5 GCSE’s at Grade C or above.
* 2 years’ experience of working in a similar role (finance, operations, or office administration)
* Knowledge and experience of using cloud-based finance systems such as Xero, Sage or similar.
* Excellent IT skills, including use of electronic communications and proficient in Microsoft Office programmes.
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| **Please tell us how you meet the Desirable Experience criteria.****Desirable*** Knowledge and experience of Xero
* Knowledge and experience of working within the community and voluntary sector
* Professional (bookkeeping or accounting) qualification (AAT/IAB/ACCA/CIMA) (completed or in process)
* Experience of dealing with monitoring and reports for a variety of funders and funders’ accounting requirements
* Driving licence and use of a car for business purposes
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| **Please tell us how you meet the Person Specification.**Knowledge: * Strong IT knowledge and experience
* Knowledge of HR administration processes within a small/medium enterprise or non-profit
* Strong knowledge of financial management

Skills:* Strong IT Skills of Microsoft 365, Microsoft Office including Excel and Word
* Good planning and organisational skills including attention to detail, record keeping and data management
* Self-motivated, with the ability to work under pressure and balance priorities and use own initiative.
* Excellent interpersonal skills.
* Excellent written and oral communication skills.
* Strong time management skills and the ability to work independently, manage workload and multi-task.

Personal Attributes:* Ability to communicate effectively with colleagues, partners and stakeholders, with confidence, compassion and clarity.
* Ability to be resourceful and proactive when issues arise.
* Confidentiality and discretion
* Committed to equality, diversity, and Fighting Words NI’s values, mission and aims
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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 the opportunity to do so within this application form.** |
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| **Section 7: References**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).  |
| **Referee One** |
| **If interviewed, can we contact your referees in advance of appointment?****Yes/No** |
| **Name:** |  |
| **Job Title:** |  |
| **Organisation:** |  |
| **Address:** |  |
| **Postcode:** |  |
| **Mobile Telephone Number:** |  |
| **E-mail address:** |  |
| **Referee Two** |
| **If interviewed, can we contact your referees in advance of appointment?****Yes/No** |
| **Name:** |  |
| **Job Title:** |  |
| **Organisation:** |  |
| **Address:** |  |
| **Postcode:** |  |
| **Mobile Telephone Number:** |  |
| **E-mail address:** |  |

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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: |  |
| We 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. Fighting Words NI will only process your personal data where it has a lawful basis for such processing. |