

SUPPLEMENTARY INFORMATION FOR THE POST OF

FINANCE OFFICER/BOOK-KEEPER

**NAME OF APPLICANT**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| Please use this space to address the criteria contained in the person specification below. **Information provided in each section must not exceed 200 words in total and should be completed in Arial type font 12.****Candidates must demonstrate that they have met the essential criteria within each area. Failure to demonstrate meeting the essential criteria will result in the application being unsuccessful at the shortlisting stage.****Essential Criteria for Shortlisting Purposes****Education**1. **A minimum of 5 GCSE’s at grade C or above or equivalent to include Maths and English.**

**Experience and Knowledge** 1. **At least one year’s experience working in book-keeping and financial administration. (Max 150 words).**

**3. One year’s previous experience of operating a purchase/sales ledgers within a computerised financial accounting system.** (**Max 150 words).****4. Experience of working with electronic banking. (Max 150 words).****Skills and Abilities** **5. Excellent Excel skills used to deliver/support the provision of financial information. (Max 150 words).****6. IT literate with the ability to use the Microsoft office suite of programmes. (Max 150 words).****7. Ability to collect, analyse and present data and information and prepare reports. (Max 150 words).****8. Excellent interpersonal and communication skills with the ability to work effectively with clients and stakeholders**. **(Max 150 words).****9. Proven ability to work as part of a team. (Max 150 words).****General****10. Demonstrable commitment to equality of opportunity. (Max 150 words).****Desirable Criteria:**1. **Sage Accounts Level 2. (Max 100 words).**
2. **Experience of using Sage Accounting. (Max 100 words).**
3. **Experience of working with the requirements of Data Protection. (Max 100 words).**
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***North City Business Centre reserves the right to enhance the criteria for short-listing purposes in the event of a large number of applications being received***

**Data Protection Act and GDPR**

I consent to the information I have provided in connection with this job application form being used for:

* Processing my application for this post, including both manual and computerised  records and retaining this information for a period of 12 months after the selection exercise;
* Transfer to my employment record if I am appointed, including both computerised and manual systems after which it will be held for the duration of my employment and for up to 6 years thereafter.  I understand that this information will be processed and stored in accordance with the Data Protection Act 1998.

**Personal Declaration**

**I confirm that the information provided in connection with this job application is complete and correct and that any untrue or misleading information will give North City Business Centre the right to terminate any employment contract offered either on appointment or subsequently with immediate effect.**

**I give my consent for North City Business Centre to contact my nominated referees as well as my present employers and in the event of an appointment being offered, to carry out an Enhanced ACCESS NI check.**

Signature of applicant : Date :

**CANVASSING WILL DISQUALIFY**

*North City Business Centre is committed to diversity and equality of opportunity and welcomes applications from all sections of the community*

**COMPLETED FORMS AND CV TO BE SUBMITTED TO:**

**jobs@north-city.co.uk**

**or to North City Business Centre, 2 Duncairn Gardens. Belfast. BT15 2GG**

**by 5 pm on Friday 14 June 2024**