All information will be treated in the strictest confidence.

|  |  |
| --- | --- |
| Name |  |
| Telephone |  |
| E-mail address |  |
| Where did you hear about this position? |  |

|  |
| --- |
| **Personal Motivation**  *Please explain why you are applying for this position and why you think you would be a good fit for the role* |
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| --- | --- | --- | --- |
| **Work Experience**  *Please detail your experience which is relevant to this role* | | | |
| Job Title and Organisation | Experience (responsibilities & achievements) | Dates | Reference person (name, position, email & phone number) |
|  |  |  |  |

|  |  |
| --- | --- |
| Subject/ course name | Qualification or level if applicable |
|  |  |

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| **Skills and Experience**  *With reference to the Person Specification please* ***provide specific examples*** *which demonstrate your relevant skills and experience in relation to this role:* |
| **Managing office and administrative systems in a small/medium-sized business or charity** |
|  |
| **Maintaining office filing systems – both soft and hard systems ensuring compliance with GDPR** |
|  |
| **Supporting governance functions of a small business or charity including secretarial support to the Board, overseeing policy and procedure review processes, and recording minutes** |
|  |
| **Supporting internal and external communications and being the first point of contact for incoming enquiries** |
|  |
| **Bookkeeping using computerised accounting systems (e.g. QuickBooks or equivalent)** |
|  |
| **Reconciling multiple bank accounts and/or online donations platform reporting to accounting software (QuickBooks or equivalent)** |
|  |
| **Experience of administering and managing online databases - including CRMs, HR software, media/document management** |
|  |
| **Experience in digital communications, including social media and website management (WordPress or other)** |
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| **High level of professional and ethical conduct, and awareness of safeguarding and child safeguarding policies and procedures** |
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| **If you were selected for this position, when would you be available to start?** |  |

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| --- | --- | --- |
| **References**  *Please supply the contact details of two referees.* ***One must be from your current or most recent line manager.*** *Referees must have knowledge of your experience and suitability to work with children and vulnerable adults. We will not contact referees until an offer is made.*  *In line with Link's Safeguarding policy, we will ask consent to gain information on a person's convictions/ pending disciplinary proceedings, i.e. criminal record checks, if a candidate is successful.* | | |
|  | **Referee 1** | **Referee 2** |
| Name: |  |  |
| Organisation: |  |  |
| Relationship to you: |  |  |
| Email address: |  |  |
| Phone number: |  |  |

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| **Additional Information**  *Please provide any additional information relevant to your application* |
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| **Criminal conviction self-declaration**  *In order to ensure we uphold the highest safeguarding standards we ask all applicants to sign this self-declaration* |
| "I (*insert name)* hereby declare to have no spent or unspent convictions or dismissals from roles due to safeguarding related issues which may compromise my suitability for this role. By not declaring them on my application I agree my contract may be terminated if such convictions or dismissals subsequently arise.”  **Signed:** |

|  |  |  |  |
| --- | --- | --- | --- |
| I can confirm that all the information contained in this herein is true and accurate to the best of my knowledge | | | |
| **Signed:** |  | **Date:** |  |

* Please send your **application form** and an **equal opportunities monitoring form** to [info@linkeducation.org.uk](mailto:info@linkeducation.org.uk) with the subject line “**Finance and Admin Officer**”
* The Equal Opportunities form is available here: <https://linkeducation.org.uk/work-with-us/>
* The closing date for applications is **9:00 a.m. (GMT) on 6th February**
* Only shortlisted candidates will be contacted.
* If asked for interview, candidates should bring documentation with them to show that they are fit for the role. This may include photo ID, proof of right to work in the UK, evidence from prior roles, evidence of police checks, or relevant certificates. Please be aware that we will undertake independent verification of this documentation.
* If you require any adjustments or have specific access requirements to attend an interview or undertake a test, please inform us at the above email address.