**Office Use - Reference No:**

Logo

Description automatically generated

**Finance Manager**

Part Time 17.5 – 21 hours per week (2.5-3 days)   
Permanent  
Salary scale £41,673 to £42,575 pro-rata

#### Closing date for applications 9am on Friday 20th June 2025

Interviews to take place on Tuesday 1st July

|  |  |  |
| --- | --- | --- |
| Full Name |  | |
| Home Address |  | |
|  |  | |
| Post Code |  | |
| Mobile/phone |  | |
| E-mail |  | |
| Where did you see this post advertised? | |  |

Pages 1-3 will be removed before shortlisting to promote equality in the recruitment process.

We are unable to accept CVs.

Please include all relevant information within this application form.

Volunteer Centre Edinburgh is a company registered in Scotland and limited by Guarantee No. SC202631. Scottish Charity SC029681. CEO: Paul Wilson.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **References:**  Please give names and addresses of two referees, **one of whom should be your present or most recent employer**. References will only be taken up for the successful applicant. | | | | | | | |
| **Name**: | |  | | **Name**: | |  | |
| **Address**: | |  | | **Address**: | |  | |
|  | | | |  | | | |
|  | | | |  | | | |
| **Email**: |  | | | **Email**: |  | | |
| **Tel:** |  | | | **Tel:** |  | | |
| **Relationship to Applicant:** | | |  | **Relationship to Applicant:** | | |  |

**Equalities Monitoring Form**

Volunteer Edinburgh aims to be an equal opportunities employer. To help us monitor the effectiveness of our Equality and Diversity and Recruitment Policies we invite you to fill in this form. It should take less than 60 seconds to complete.

<https://forms.office.com/e/J4jyQUSJ7a>

Any information given is anonymous. We do not see your name or username, only the date and time the form was completed.  The information in the form will not affect the selection procedure in any way.

|  |
| --- |
| **Rehabilitation of Offenders Act 1974 (ROA)**  Under the provisions of the Act all applicants are required to complete and return the criminal record self-declaration form, which is separate to this application form. We will open the self-declaration only if we intend to provisionally offer you the job subject to the outcome of the disclosure.  Volunteer Edinburgh believes that it is good management practice to accept that the best person for the job may have an unspent criminal record and, in such circumstances, relevance of the conviction will be considered. Any evidence or declaration of spent criminal convictions will be ignored in order to comply with legislation. Volunteer Edinburgh has designed its recruitment processes in line with its Recruiting with Convictions policy and Equality and Diversity policy. |
| Data ProtectionWe take your privacy seriously and will only use your personal information to process your application for employment. Your personal information will only be seen by the people who have to be involved in the recruitment process. If you are recruited to this role we’ll share this information with our HR and finance staff and our payroll provider. If you are not successful we may hold your information for up to six months. For more information on how we use your data and keep it safe see www.volunteeredinburgh.org.uk/privacy-notice/. If you would like a printed copy of our full privacy notice please ask a member of staff.I hereby apply for the post of Finance Manger ***I confirm that the information I am submitting is complete and correct and that any untrue or misleading information will give the employer the right to reject my application, to withdraw any employment contract offered, or, if employed, dismiss without notice.***  **Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**\_  **Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |

Return the completed application form and self-disclosure by the closing date stated on p1 to:

[finance@volunteeredinburgh.org.uk](mailto:finance@volunteeredinburgh.org.uk)

or by post to Recruitment, Volunteer Edinburgh, 222 Leith Walk, Edinburgh, EH6 5EQ

**Relevant education, professional or vocational training etc.**

Please give details of qualifications and training obtained by you that are relevant to this post.

###### Current or most recent Employment

|  |  |
| --- | --- |
| Present / most recent employer |  |
| Address |  |
|  |  |
| Job Title |  |
| Date of taking up post |  |
| Date of leaving post  (if relevant) |  |
| Salary |  |

Brief description of your responsibilities:

**How well do you meet our Person Specification?**

Guidelines: This is the most important section and will give us specific information in support of your application. You must be able to demonstrate that you can satisfy each and every aspect of the Person Specification. You will find the Person Specification within the Job Description. You mustnumber your answers **in relation to each point**. It will not be sufficient to duplicate what the Person Specification states. For example, if the Person Specification asks for "ability to" or "commitment to" you will be required to demonstrate positively your ability, commitment, etc. by referencing examples from your academic, professional, voluntary or personal experience.

**How well do you meet our Person Specification? Continued…….**

**Previous employment or experience relevant to this post which would support your application**

This may include previous employment, volunteering, membership of professional bodies, life experience or special interests relevant to this post and not already mentioned.