



Application form: Part-time Finance & Operations Support Manager

Please answer the questions below (please keep your answers as brief as possible) and return to vacancies@hiberniancf.org along with your CV by 12pm on Wednesday 10th December 2025.

To allow us to anonymise the initial shortlisting process please do not include your name on this application form. We initially only read this application form (and not your CV) so keep this in mind when answering the questions. Your CV will be read towards the end of the process, after we have read all the application forms.

Please provide a 200-word (maximum) statement for each of the competencies listed below. Your responses should include specific examples that demonstrate your experience, impact, and alignment with the role. These statements will be used to assess your suitability for interview.

We recommend you use the STAR model approach, or a similar approach that you prefer, when answering these questions.

1. Do you have the legal right to work in the UK?

Yes

Please note that if your application for this role is successful, you will be required to provide evidence of your legal right to work in UK.

2. Financial and Bookkeeping Proficiency

Describe a time when you managed routine financial tasks (payments, reconciliations, bookkeeping) and identified or solved a problem that improved operations. Maximum 200 words.

3. Office and Operational Management

Describe a situation where you coordinated office or operational activities to keep services running smoothly (including how you prioritised tasks and supported colleagues or volunteers). Maximum 200 words.

4. Stakeholder Liaison and Communication

Tell us about a time you liaised with external finance providers (e.g. accountants, outsourced bookkeepers) or internal stakeholders to resolve a finance issue. Maximum 200 words.

5. Strategic Oversight - Compliance and Continuous Improvement

Please provide an example of when you identified and implemented a change to a system or process that improved compliance, efficiency, or user experience. Maximum 200 words.

7. Is there anything else you would like to add to support your application?

Maximum 200 words. Do not worry if there's nothing you'd like to add.

8. We will be holding in-person interviews at Easter Road Stadium on Tuesday 16th December 2025. Please tell us what times you are available on this date.

If you're not available on this date, please let us know your next availability in the week beginning Monday 15th December. If you would only be able to attend an online interview please let us know.

9. Where did you see this job advertised? (e.g. GoodMoves, SportScotland or EVOC, or on our website, LinkedIn, Twitter/X, Instagram or Facebook.)