

Applicant No:

**For official use only**

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| **Application for the post of:** | **Senior Finance Assistant (20hrs per week)** |
| **Closing date/ for applications is: Monday 22nd September 12 Noon****Applications should be returned to:** **recruitment@westgrantonhc.co.uk****Interviews will be held on Friday 26th September 2025** |

The information provided in this application form will enable the interview panel to decide whether to invite you to an interview. You should complete the form as fully and as accurately as possible to enable your application to be given full consideration. The information provided within your application form will be treated in the strictest of confidence, in accordance with the Data Protection Act 2018.

Please note personal details **will not** be shown to the shortlisting panel.

**CV will not be accepted.**

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| ***Personal Information***  |
| Title  |  |
| First Name  |  |
| Surname  |  |
| Address |  |
| Postcode |  |
| Contact Number  |  |
| Email Address  |  |

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| ***Equality Act 2010***  |
| We are committed to being an Equal Opportunities employer and do not discriminate in any way. For the purposes of making arrangement for interview, please can you let us know if you consider yourself to have a disability?  | Yes  | No  |
| If you consider yourself to have a disability, please detail any reasonable adjustments that we can make for you if you as part of the recruitment process: |
| ***Disability Confident Scheme (if you are not registered for this kite mark, please remove this section from the application form)***  |
| As part of our commitment to being an Equal Opportunities employer, we have been awarded Disability Confident Employer status for disabled candidates. Compliance with the award requires us to offer a guaranteed interview for all disabled candidates that meet all the essential criteria of the role.  |
| Would you like your application to be considered under the Disability Confident Scheme?  | Yes  | No  |

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| ***References (Referees will not be approached prior to a conditional offer being accepted)*** |
| Please give details of two referees. They should be qualified to comment on your ability and experience for this appointment and should include a referee from your current or most recent employer, preferably your line manager. **Personal references will not be accepted.** |
|  | **Referee 1 (Present or most recent employer)** | **Referee 2(Previous employer)** |
| Name  |  |  |
| Job title  |  |  |
| Company Name & Address  |  |  |
| Email  |  |  |
| Contact number |  |  |
| Relationship to you e.g. line manager |  |  |

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| ***Education/ Qualifications*** |
| If selected for interview you will be required to bring with you the original certificate(s) of all qualifications referred to in this application. This extends to membership of professional bodies. Please ensure you note any qualifications required for this role.  |
| **Secondary Education** |
| **Subject Studied** | **Grade/ Class** | **Level of Qualification**  |
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| **Further Education** |
| **University or Further Education Establishment** | **Course/ Subject Studied** | **Level of Qualification**  |
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| **Professional Qualifications** |
| **Awarding Body**  | **Qualification/ Membership of Professional Institution**  |
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| ***Employment History (please account for any gaps in employment)***  |
| **Present or Most Recent Employment** |
| Employer’s Name  |  |
| Employers Address |  |
| Employment Dates  |  |
| Job Title  |  |
| Salary |  |
| Notice Period  |  |
| Reason for leaving orseeking new employment |  |
| **Main Duties of the post *(brief bullet points)***  |
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| **Previous Employment**  |
| **Name of Previous Employer** | **Employment Dates**  | **Job TitleMain Duties (brief bullet points) & Reason for Leaving**  |
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*Please add any additional rows as required.*

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| ***Experience, Skills and Knowledge*** The Selection Panel want to compare your experience, skills and knowledge with the requirements for this role. You should therefore, try to show in the following part of this form, how you satisfy these. This does not have to be from paid work but can be from other experience.  |
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| **ESSENTIAL** |  |
|  Demonstrable experience of working in a similar finance role |  |
| Evidence of Continuous Personal Development relevant to this post |  |
| Experience of working with computerised accounting systems including sales, purchase & nominal ledgers and payroll |  |
| Experience of working with Excel spreadsheets, MS Word and Office |  |
| Experience of carrying out accounts reconciliations, including investigating and resolving enquiries |  |
| Ability to gather, analyse, diagnose problems and provide solutions |  |
| Able to manage a diverse workload and work under pressure |  |
| Evidence of ability to plan, monitor and manage your own workload, and meet deadlines |  |
| Team player |  |
| Excellent written and verbal communication skills |  |
| Self- motivated |  |
| Committed, flexible and adaptable approach to work requirements |  |
| **DESIRABLE**  |  |
| Relevant professional or vocational accountancy qualification |  |
| Experience of interpreting financial reportsclearly and simply |  |
| Experience of working in the social rented housing sector |  |
| Experience of working with a Financial Agent |  |

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| ***Relationships***  |
| If in the last 12 months you are or have been related to an employee of our organisation, anyone engaged as a supplier, consultant or contractor, a Committee member of our organisation or anyone who has been a Committee member of our organisation, please provide details below:  |
| ***Immigration, Asylum & Nationality Act 2006*** |
| The Immigration, Asylum and Nationality Act 2006 makes it an offence to employ anyone who is not entitled to live or work in the UK. All applicants selected for interview will be required to provide evidence that they are entitled to live and work in the UK. Appropriate documentation may include the original of your current passport, visa, birth certificate or any other document [or combination of documents] indicated by the Act. |
| Do you currently have the right to work and live in the UK?  | Yes | No  |
| ***Advertising Source*** |
|  Where did you see this post advertised?  |  |

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| **The Rehabilitation of Offenders Act 1974** |
| The Rehabilitation of Offenders Act 1974 enables some criminal convictions to become spent or ignored, after a ‘rehabilitation period’. Excepted posts are those to which the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 applies. You may be entitled to withhold information about convictions that are ‘spent’ under the provision of the act. In the event of employment, any failure to disclose could result in dismissal or disciplinary action by your employer. If selected for interview you will be required to complete a criminal convictions declaration form that will only be reviewed if an offer of employment is being made. |
| **Canvassing** |
| Canvassing directly or indirectly in connection with the appointment shall disqualify your application. If discovered after appointment you will be liable to dismissal. |
| **The Data Protection Act 2018** |
| Information from this application will be processed for purposes permitted under the General Data Protection Regulations. You have, on written request, the right to access all personal data our organisation holds about you.Information about how your data is used, and the basis for processing your data is provided in our job applicant privacy notice. |

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| ***Declaration***  |
| I have read this application form fully and I declare that the information I have given in support of my application is, to the best of my knowledge and belief, true and complete. I understand that if it is subsequently discovered that any statement is false or misleading, or that I have withheld any relevant information my application may be disqualified or, if I have already been appointed, I may be dismissed without notice. |
| Signed  | Date  |