|  |  |
| --- | --- |
| post applied for | Admin Officer |

**part a: personal details**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| full name |  | | | | |
| address |  | | | | |
| telephone |  | mobile |  | email |  |
| do you require a work permit for the UK? | | | yes/no (delete as applicable) | | |
| do you have any unspent criminal convictions? | | | yes/no (delete as applicable) | | |

**part b: references**

Please provide contact details for two referees, one of which must be your current employer. If you have not been employed, one of your referees must be the head of an education or training establishment you have attended or the manager of a voluntary group or organisation for whom you have worked. Referees will not be approached unless a conditional offer of employment is made to you.

referee one

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| name |  | job title |  | | |
| address |  | | | | |
| email |  | | | telephone |  |

referee two

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| name |  | job title |  | | |
| address |  | | | | |
| email |  | | | telephone |  |

**part c: your occupational and educational background**

beginning with your current or most recent occupation, please give a full account of your work and education history in the boxes below in reverse chronological order, back to and including your secondary education. please insert further rows if you require them, and delete those you do not use.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| date from (mm/yy) | date to (mm/yy) | type of occupation (employment/self-employment/voluntary work/full-time education/part-time education) | name and address of employer or educational establishment | in the case of work, job title and summary of duties. in the case of education, grades achieved. |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**part d: professional qualifications and training**

please give brief details of any vocational training courses attended, including any resulting in professional qualifications.

|  |  |
| --- | --- |
| course title, level, results (if appropriate) | date |
|  |  |

please give details of any membership of professional bodies and associations.

|  |  |
| --- | --- |
| name of association, level of membership, etc | date |
|  |  |

**part e: describing how you meet our person specification**

please describe below how you meet our requirements, point-by-point as laid out in the person specification. these criteria are divided into ‘essential’ and ‘desirable’. Candidates will only be considered for this post if they meet all the essential criteria. an ability to meet at least some of the desirable criteria will be an advantage to candidates and candidates who cannot demonstrate all the desirable criteria will be expected to demonstrate a willingness and ability to develop their knowledge and skills in these areas.

**Person specification**

Essential

* Experience of managing bookkeeping software
* Excellent IT skills, specifically:
  + Experience with Google Apps (mail, docs and sheets)
  + CRM systems
* Experience of UK financial regulations and compliance
* Excellent time management with the ability to meet tight deadlines
* Comfortable working in a fast-paced environment with changing priorities
* A personal commitment to human rights, and equality

Desirable

* Experience of Quickbooks
* Experience with CiviCRM
* Experience or understanding of US financial regulations and compliance
* Financial qualification (NVQ Level 4 or above)
* Understanding of, and support for, the aims of Humanists International