

POST APPLYING FOR:

SSF Finance Manager

Before you complete your application form, please read the guidance notes in the job pack.

Please note that sections 1-7 will be detached from your application, and forms anonymised for short-listing purposes.

Section 1: Personal Information

Title	
First Name	
Surname	
Address	
Town/City	
Postcode	
Email Address	
Daytime telephone number (on which a message may be left)	

Section 2: Support Needs

We are committed to being an Equal Opportunities Employer.

Are there any arrangements that we can make to assist / adapt for you if you are called to interview, or if successfully employed? If so, please give details below.

Section 3: Relationship to Staff Members

If you are related to any employee of SSF or anyone who has been employed as a staff member or has been engaged as a supplier, consultant, or contractor in the last 12 months, please provide details.

Section 4: Referees

Please give details of two referees. Please see the guidance notes in the job pack for details of suitable referees. Referees will not be approached prior to interview.

Referee One		Referee Two	
Name		Name	
Relationship to you		Relationship to you	
Job Title		Job Title	
Company		Company	
Address		Address	
Email address		Email address	
Telephone number		Telephone number	

Section 5: Advertisement Source

Where did you see this post advertised?

Section 6: Asylum and Immigration Act 1996

The Asylum and Immigration Act 1996 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, or birth/ marriage certificate, and National Insurance Number (found on NI Card, P45, P60, etc.)

Do you require a work permit?

Yes / No (please delete as appropriate)

Section 7: 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	
--------	--	------	--

Section 8:

Your application

For office
use only

Starting with the most recent, please list your educational history, including secondary, further vocational, and higher education, and details of any professional qualifications or memberships.

Awarding Body	Qualification	Subject / Course Studied	Grade

Training & Development

First Aid Training

Are you up to date with First Aid Training?	
If yes, when did you last complete First Aid Training?	
Who was the provider of the First Aid Training?	
Are you able to provide a copy of your certificate if required?	

Training

Have you ever completed training, workshops or awareness raising sessions in the following topics?

Subject Area	Date completed	Course Provider	Course Title	Summary of Content
Poverty				
Equality, inclusion and diversity				
The United Nations Convention on the Rights of the Child (UNCRC)				

Starting with the most recent, please give details of any other training courses or events you have attended which are relevant to this post.

Subject Area	Date completed	Course Provider	Course Title	Summary of Content

PVG Scheme Membership

Are you currently a member of the PVG Scheme?	
If not, are you willing to become a PVG Scheme member?	

Computer and IT Skills

Please detail your computer and IT skills and experience, including experience of Microsoft Office applications such as Microsoft excel, forms and teams.

--

Present or Most Recent Employer

Name of Employer	
Address	
Town/City	
Position Held	
Reason for Leaving	
Notice period required to give	
Main Responsibilities:	

Employment History

Name of Employer	
Address	
Town/City	
Position Held	
Reason for Leaving	
Main Responsibilities:	

Name of Employer	
Address	
Town/City	
Position Held	
Reason for Leaving	
Main Responsibilities:	

About You

This section is the most vital part of the form. We need you to give us specific information to support your application so that we can shortlist in a fair and unbiased way. We recommend that you provide as much evidence as possible to show how your skills, abilities, knowledge and experience meet the selection criteria in the post description and essential and desirable criteria.

Why have you applied for this post?

Why do you want to support the development of young people?

Essential Knowledge Skills and Experience

In the section we would like you to refer back to the essential qualities and highlight a time when you have demonstrated this. Please outline your knowledge and experience that demonstrate how you meet the essential knowledge skills and experience wheel. Please give relevant examples where applicable and use this section to set yourself apart from others.

Minimum 3 years' experience of working in Financial Accounting

Experience of producing and analysing management accounts, budgets and forecasts with ability to translate complex financial data into clear actionable insights for non-financial colleagues

Experience of preparing for audits and ensuring compliance with SORP and regulatory requirements

Strong understanding of charity finance, government and legal framework (i.e. Gift Aid and Fund Accounting)

Proficient in accounting software (SSF uses Xero)

Collaborative team player who can work across teams to achieve goals

Desirable Knowledge Skills and Experience

In the section we would like you to refer back to the desirable qualities and highlight a time when you have demonstrated this. Please outline your knowledge and experience that demonstrate how you meet the essential knowledge skills and experience wheel. Please give relevant examples where applicable and use this section to set yourself apart from others.

Experience of working with Trustees and supporting strategic financial planning

Experience of running a monthly payroll

Familiarity with grant management and donor compliance requirements

Willingness to learn and to adapt to new concepts

Comfortable with ambiguity and complexity -can operate effectively in evolving organisations.

Additional Information

Please provide any relevant information not covered elsewhere in your application, and indicate how this will enable you to contribute further to this post.