****

**Finance Co-ordinator**

**Application form**

|  |
| --- |
| **About you** |
| Name and address: |
| Contact phone number and email: |
| Is there anything we need to know that will help you at interview, such as communication support? |
| Are you able to start work in Glasgow within a month or so of appointment (able to work in the UK, living close enough to Glasgow)? |

|  |
| --- |
| **Your education and work experience**  Please list your qualifications since leaving school and any training that is relevant for this post |
|  |
| Employment: your present and past employers, positions you held and dates you were employed. Include a brief note on your role in the most recent posts |
|  |
| Other roles that are relevant to this post, such as being part of community or professional groups or personal experience. |
|  |

|  |  |
| --- | --- |
| **What you bring to the role**  **What is your experience and skills on each of the main tasks and aspects of this role?** | |
| Understanding the values of the organisation |  |
| Using and developing systems for range of payment types and levels |  |
| Experience of Sage50 |  |
| Preparing reports on project budgets and expected outturn |  |
| Preparing reports for Board on overall budget and projected outturn |  |
| Developing finance systems to inform future planning for overall organisation and smaller work areas |  |
| Communicating effectively within the organisation and with external stakeholders |  |
| Working on your own initiative and planning work to meet deadlines |  |
| Ability to problem solve and deal with challenges |  |
| Working as part of a team and supporting colleagues to use financial information in their work |  |
| Other aspects or tasks mentioned in the Job Description |  |
| **Other strengths or experience that you bring to this role** | |
|  | |

|  |
| --- |
| **References:** Please list 2 people who can give a reference about you. Tell us their name, contact details and how they know you.  We will not contact any referees until after interview. |
| Referee 1: |
| Referee 2: |

Thank you for applying for this post.

Please send this completed form to [alice@otbds.org](mailto:alice@otbds.org)