



## APPLICATION FORM

**St Cuthbert (Out) Parish  
COUNCIL**

**APPOINTMENT OF  
RESPONSIBLE FINANCIAL  
OFFICER**

**St Cuthbert (Out) Parish Council** is an equal opportunities employer and your application will be judged solely on merit and irrespective of ethnic origin, race, colour, gender, disability, age, trade union activity, marital status, religion, belief or sexual orientation or any other protected characteristic.

Please answer all the questions in this form honestly and truthfully and read and sign the declaration and consents at the end of the form to provide the best chance of obtaining an interview.

If you require any assistance, please contact **Cllr Gill Pettitt** on **01749 938 104**. **Please complete the form in full in black ink or type and use only A4 size paper for any continuation sheets.**

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### PERSONAL DETAILS

Family Name:

Forename(s):

Preferred Title:

Address:

Post Code:

Home Tel. No:

Work Tel. No:

Mobile No:

Email Address:

## EDUCATION AND QUALIFICATIONS

Please give details of your education and qualifications obtained plus those currently being pursued.

Secondary School, College and/or University	Dates		Subjects studied and/or qualifications/grades obtained
	From	To	

Please note that you will be asked to produce evidence of your qualifications.

## OUTSIDE INTERESTS AND NON-VOCATIONAL EXPERIENCE

Please give details of any outside interests or non-vocational experience which you feel may be relevant and will support your application.

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## PRESENT OR MOST RECENT EMPLOYMENT

Employer:

Address:

Post Code:

Job Title:

Current or Final Salary:

Date Commenced:

Leave Date or Notice Period Required:

Please provide a list of the main duties and responsibilities of your current or most recent job. (Please attach a copy of your current job description if you wish.)

Please give a reason for your wanting to leave your current role.

## EMPLOYMENT HISTORY

Please list all your previous employment history in chronological order using a separate sheet if necessary and please give reasons for any gaps in your employment history.

Name and Address of Employer	Employment Period		Job Title and Salary	Reason for Leaving / gaps
	From	To		

## PROFESSIONAL AND TECHNICAL BODIES MEMBERSHIP

Please give details of any relevant professional or technical bodies of which you are a member by examination or subscription and any CPD you have undertaken.

Name of Institute/Professional Body	Level of Membership	Year of Award

## **RELEVANT EXPERIENCE AND OTHER SUPPORTING INFORMATION**

The information you provide in this section is very important in assessing your application. Please expand, per statement, to give details of your suitability. Please expand the text box size if necessary.

### **Qualifications & Experience**

a) Strategic financial management experience in a complex environment:-

b) Sound budget preparation, management and financial control systems experience:-

c) Experience of financial forward planning:-

d) Responsive to changing circumstances:-

### **Knowledge**

e) Knowledge of budget setting, audit and monitoring processes and financial management reports:-

f) Knowledge of insurance procedures and financial risk assessment:-

g) Working knowledge of accounts and payroll systems and procedures and computer packages:-

h) Working knowledge of procurement processes within a public sector setting:-

i) Implementation of financial systems and controls to prevent bribery and corruption:-

j) Knowledge of KPI and other performance measures:-

### **Qualities & Attitude**

k) Self-reliant and self-motivated with the drive and determination to achieve results and influence others:-

l) Flexible, pro-active and hands on approach to tasks:-

m) Ability to understand the constraints of council finances and what can be achieved within the legal framework:-

n) Supportive - demonstrating loyalty and commitment to the organisation and colleagues in past employment:-

o) Trustworthy:-

p) Ability to develop and maintain good relationships with community leaders, volunteers and relevant external bodies:-

q) Be able to show ability of being a good team worker:-

r) Commitment to quality service delivery:-

### **Skills & Abilities**

s) High numeracy and analytical skills:-

t) Sound written and oral communication skills with the ability to communicate effectively with others at all levels both internally and externally:-

u) Ability to form sound working relationships:-

v) IT literate with sound working knowledge of MS Office, Excel and Windows packages:-

w) Ability to produce high quality reports on complex topics:-

x) Ability to organise and prioritise own workload:-

y) Ability to work in a logical manner and to strict deadlines:-

Please comment on the following:

**Special Conditions**

i) Be prepared to deputise for the Parish Clerk where and when required:-

ii) Willingness to work and/or attend Committees and other meetings and functions in evenings:-

iii) Willingness to undertake training:-

iv) Within contracted hours, be prepared to work outside of normal working hours to meet the needs of the post in servicing Committee meetings:-

**REFERENCES**

Please give details of two persons who we could contact and would be willing to supply a reference for you. We would prefer your referees to be your most recent employers including your current employer, if applicable.

Name:	Name:
Position:	Position:
Address:	Address:
Post Code:	Post Code:
E-mail address:	E-mail address:
Tel. No.:	Tel. No.:
Capacity known to you:	Capacity known to you:

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Have you any objection to the references being obtained prior to interview.  
Yes  No

References will be obtained and their authenticity checked if you are offered the appointment.

### REHABILITATION OF OFFENDERS ACT 1974

Please give details of any “unspent” convictions as defined by the Rehabilitation of Offenders Act 1974. Unless the nature of the position allows the Council to ask questions about your entire criminal record we will only ask about “unspent” convictions. A criminal record will not necessarily be a bar to obtaining employment with the Council.

### PREVENTION OF ILLEGAL WORKING

Are you eligible to work in the UK? Yes  No

Do you require a work permit to take up employment in the UK?  
Yes  No

The Council has legal obligations to ensure that you can work legally in the UK. Prior to taking up any employment you will be required to provide evidence of a passport and/or other relevant documents on the approved list to satisfy the Council that you comply with this requirement.

Are there any restrictions on your residing in the UK? Yes  No

### DRIVING LICENCE

Do you hold a current driving licence? Yes  No   
If “yes” please state type of licence you hold:

Are you a car owner or do you have a car at your disposal? Yes  No

Do you have any current endorsements? Yes  No  If  
“Yes”, please specify:



## RELATIONSHIPS

Are you, to your knowledge, related to or have any relationship with an Elected or Co-opted Member or employee of the Council?

Yes  No

If "yes", please give details.

## DISABILITY DISCRIMINATION ACT 1995

Do you have a disability you wish us to know about at this stage?

Yes  No

If yes, to assist us in making the interview arrangements please note below if you believe there are any reasonable adjustments we should be making.

## DECLARATION AND DATA PROTECTION ACT CONSENT

I declare that all the foregoing details given in this application are true to the best of my knowledge and understand that verification checks may be made. I also understand that if the information I have given is found to be untrue or misleading this will be sufficient grounds for disqualification from appointment or dismissal from any employment gained.

Signed \_\_\_\_\_ Date \_\_\_\_\_

## DATA PROTECTION CONSENT

I understand that the information given in this form will be processed only by the Council for the purpose of considering my application for employment and if I am successful in my application this form and the information in it will be retained in my personnel file for such time as I am an employee and for up to six years after the end of my employment. Otherwise this form will only be retained by the Council for so long as it is required in connection with the application.

Under the Data Protection Act and GDPR you have specific rights including giving consent for the collection and processing of your personal data. Please see Council's Data Privacy Statement and Policy on our website for further information. Please indicate below whether you give consent for us to collect, record and process the personal data you have provided for the purposes of recruitment, selection and appointment.

- I give my consent.
- I wish to find out more information or to check what personal data is being collected and processed before giving my consent.

Signed \_\_\_\_\_ Date \_\_\_\_\_

## NOTIFICATION OF VACANCY

How did you find out about this vacancy? Advertisement  Word of mouth  Council website  Council Notice Board  Other

If 'advertisement' in which publication or if 'other' please explain below.

## RETURN OF COMPLETED FORM

When completed, please return the application form by **Friday 9<sup>th</sup> February 2024** to:-

[recruitment.stcuthbertoutpc@gmail.com](mailto:recruitment.stcuthbertoutpc@gmail.com)

Due to staff leave, Bank Holidays and Cllr availability, we strongly advise you to send your application by email. If you require details for a postal application, please contact Lisa Pool [parishclerk@stcuthbertout-pc.gov.uk](mailto:parishclerk@stcuthbertout-pc.gov.uk) or phone 07496 198032

## INTERVIEW ARRANGEMENTS

If you are selected for interview, you will be notified on Friday 16<sup>th</sup> February 2024.

Interviews will be held on **Tuesday 20<sup>th</sup> February 2024**, between 2-5pm in Coxley Memorial Hall (Meeting Room), Main Road, Coxley BA5 1QU.

Please advise if there are times that you are not available for interview on Tuesday 20<sup>th</sup> February 2024.