All information will be treated in the strictest confidence. Please complete ALL sections of this form. Gaps in this form may mean your application is not accepted.

|  |  |
| --- | --- |
| Name |  |
| Telephone |  |
| E-mail address |  |
| Where did you hear about this position? |  |

|  |
| --- |
| **Personal Motivation**  *With reference to the job description, please explain why you are applying for this position and why you think you would be a good fit for the role*. |
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| --- | --- | --- | --- |
| **Work Experience**  *Please detail your experience which is relevant to this role (e.g. leading complex education projects; managing large budgets etc.)* | | | |
| Job Title and Organisation | Experience (responsibilities & achievements) | Dates | Reference person (name, position, email & phone number) |
|  |  |  |  |

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| **Education**  *Please provide details of your education which is relevant to this position*. | | |
| Subject, name of university/ college, country | Level | Date |
|  |  |  |

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| **Skills and Experience**  *Please provide specific examples which demonstrate* ***your skills and experience*** *in the following areas:* |
| **Making daily payments of approved large volume transactions and maintaining accurate finance records** |
|  |
| **Reviewing expense reports (travel expense reports, and operational expense reports for accuracy and completeness** |
|  |
| **Supporting accurate tracking of expenditure against project budgets by ensuring that all financial records are properly filed and maintaining an up-to-date record of expenditure against project budgets in QuickBooks** |
|  |
| **Supporting the completion of accurate internal and external finance reporting** |
|  |
| **Supporting periodic internal audits and preparing for external audits** |
|  |
| **Ensuring compliance with procurement procedures as per relevant policies and procedures and acceptable good practice including adherence to taxation guidelines of goods and services** |
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| **Preparing and submitting monthly staff payroll (including timely payment of PAYE to MRA) and managing staff pension and health care schemes** |
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| **If you are selected for this position, when would you be available to start?** |  |

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| --- | --- |
| **Please state your current, or previous (if not currently in employment) monthly salary before tax?** **Please state currency.** |  |

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| --- | --- | --- |
| **References**  *Please supply the contact details of two referees. One must be from your current or most recent line manager. Referees must have knowledge of your experience and suitability to work with children and vulnerable adults. We will not contact referees until an offer is made.*  *In line with Link's Safeguarding policy, we will ask consent to gain information on a person's convictions/ pending disciplinary proceedings, i.e. criminal record checks, if a candidate is successful.* | | |
|  | **Referee 1** | **Referee 2** |
| Name: |  |  |
| Organisation: |  |  |
| Relationship to you: |  |  |
| Email address: |  |  |
| Phone number: |  |  |

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| **Additional Information**  *Please provide any additional information relevant to your application* |
|  |

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| **Criminal conviction self-declaration**  *In order to ensure we uphold the highest safeguarding standards we ask all applicants to sign this self-declaration* |
| "I (*insert name)* hereby declare to have no spent or unspent convictions or dismissals from roles due to safeguarding related issues which may compromises my suitability for this role. By not declaring them on my application I agree my contract may be terminated if such convictions or dismissals subsequently arise.”  **Signed:** |

|  |  |  |  |
| --- | --- | --- | --- |
| I can confirm that all the information contained in this herein is true and accurate to the best of my knowledge | | | |
| **Signed:** |  | **Date:** |  |

* Please send an **Application Form** (and the Equal Opportunities Monitoring Form) to [recruitment@lcdmalawi.org](mailto:recruitment@lcdmalawi.org) with the subject line “Finance Officer”. Application Forms are available here: <https://linkeducation.org.uk/work-with-us/>
* The closing date for applications is **12 noon (Malawi) on Friday 8th January 2021**
* A two or three-stage interview will take place from mid-January 2021. Applicants must be available.
* Only candidates who are invited to interview will be contacted.
* If asked for interview, candidates should bring documentation with them to show that they are fit for the role. This may include evidence from prior roles, evidence of police checks, or relevant certificates. Please be aware that we will undertake independent verification of this documentation.