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

***Please answer all questions.***

|  |  |
| --- | --- |
| 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*. |
|  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Work Experience**  *Please detail your experience which is relevant to this role (e.g. managing multi-partner programmes, coordinating teams, etc.) – add rows as may become necessary (include your current or most recent employer)* | | | |
| Organization | Experience (role, 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*.  *Add rows as may become necessary* | | |
| Subject | Level | Date |
|  |  |  |
|  |  |  |
|  |  |  |

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| **Skills and Experience**  *Please provide specific examples which demonstrate your skills and experience in the following areas:* |
| **Experience in managing daily payments of approved transactions and maintaining accurate finance records** |
|  |
| **Experience in reviewing expense reports (travel expense reports, and operational expense reports for accuracy and completeness** |
|  |
| **Experience in donor finance management, compliance, and budget, workplan and narrative reporting** |
|  |
| **Experience in 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** |
|  |
| **Experience in supporting the completion of accurate internal and external finance reporting.** |
|  |
| **Experience in supporting periodic internal audits and preparing for external audits** |
|  |
| **Experience in 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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| --- | --- |
| **If you are selected for this position, when would you be available to start?** |  |

|  |  |
| --- | --- |
| **If you are selected for this position, what is your anticipated starting salary (gross amount per month)? In Malawi Kwacha** |  |

|  |  |  |
| --- | --- | --- |
| **References**  *Please supply the contact details of two referees, including previous employers or others who have knowledge of your experience and suitability to work with children.*  *In line with Link's Child Safeguarding and Vulnerable Adult 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: |  |  |
| Organization: |  |  |
| Relationship to you: |  |  |
| Email address: |  |  |
| Phone number: |  |  |

|  |
| --- |
| **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:** |

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

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 these documentation and falsification of documentation can lead to prosecution by relevant authorities and disqualification from consideration for the post.