
Job description

Date: 18 February 2020

Department: Finance and Resources

Post number: 1928 was 1264

Section: Financial Services

Job title: **Management Accountant**

Grade: PO4

Main purpose of job

The post holder will report to the Principal Accountant and represent them and the section as required, within the post holders own sphere of responsibility.

To be responsible to the Principal Accountant for:

- Assisting in the council's processes of budgetary control, and challenge, and the provision of comprehensive, accurate and timely financial management information.
- Recording, monitoring and reporting on capital income and expenditure including asset valuation and the preparation of capital accounting schedules and notes for the statutory final accounts.
- Assisting in developing a finance strategy including a medium term financial plan.
- Contributing to the corporate management of the service and council through the maintenance of partnerships with senior officers, project teams and consultative groups as necessary.
- Reviewing new developments in all fields relevant to the service's responsibilities and to make recommendations to the Principal Accountant.
- Development and provision of accurate, timely and relevant financial management information and the development of appropriate reporting systems in conjunction with relevant internal partners.

Summary of responsibilities and personal duties

1. Assist the Principal Accountant in coordinating the process for the annual setting of revenue and capital budgets, in liaison with client departments to ensure compliance with high level guidance.
2. Provide accurate and timely budget monitoring information to the Principal Accountant to facilitate corporate financial management.
3. Meet business support managers and officers regularly to consider performance against budget, review budget risks, and forecast current year outturn.
4. Responsible to the Principal Accountant for maintaining an accurate record of the council's fixed assets, including asset valuation, and the preparation of capital accounting schedules and notes for final accounts.
5. Assist in the review of the council's financial systems to meet changes in International Financial Reporting Standards (IFRS) and regulations.
6. Continually monitor, review and update capital accounting policies and regulations under the direction of the Principal Accountant as required.
7. Liaise with the Systems Accounting Officer to assist end-users develop and meet their financial management information requirements.
8. Work in conjunction with other officers to ensure that the council's corporate financial systems meet the needs of departmental users.
9. Consult with customers with regard to financial training requirements to ensure the provision of appropriate end-user training.
10. Provide accurate, timely and relevant management information and advice on technical accounting issues to departmental senior management and user departments ensuring that the council's corporate financial systems meet the needs of the departments and the organisation.
11. Support and advise departments in the presentation of financial data in publications and reports such as the corporate plan and annual report and in the compilation of statutory performance indicators, and ensure that their practices and procedures confirm to appropriate legislation and the financial regulations of the council.
12. Prepare such returns as may be required, including but not exclusive to, DoE public expenditure survey, capital monitoring returns and Freedom of Information requests.
13. Keep under review new developments in all fields relevant to the service's responsibilities and to make recommendations to the Principal Accountant, relevant senior managers or committees as appropriate.

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14. Contribute technical financial knowledge to formal meetings and working groups as appropriate.
 15. Contribute to the effective delivery of business plans, any quality initiatives for the section and department as required.
 16. Motivate and manage any staff, that may be assigned, to the post holder to ensure effective service delivery and to be responsible for reviewing and implementing a proper staff training and development programme.
 17. Participate in all induction and in-service training provided by Belfast City Council and in the induction and support of all newly appointed staff and other human resource management procedures as appropriate.
 18. Participate as directed in the council's selection interview programme.
 19. Act in accordance with the council and departmental policies and procedures including customer care, equal opportunities, health and safety, safeguarding and any pertinent legislation.
 20. Undertake the duties in such a way as to enhance and protect the reputation and public profile of the council.
 21. Undertake such other relevant duties as may from time to time be required.

This job description has been written at a time of significant organisational change and it will be subject to review and amendment as the demands of the role and the organisation evolve. Therefore, the post-holder will be required to be flexible, adaptable and aware that s/he may be asked to perform tasks, duties and responsibilities which are not specifically detailed in the job description but which are commensurate with the role.

Employee specification

Date: 8 October 2020

Department: Finance and Resources

Post number: 1928 was 1264

Section: Financial Services

Job title: **Management Accountant**

Grade: PO4

Essential criteria

Qualifications and experience

Applicants **must**, as at the closing date for receipt of application forms:

- be a qualified accountant and be a full, current member of a relevant professional body, for example, Association of Chartered Accountants (ACA); Association of Chartered Certified Accountants (ACCA); Chartered Institute of Management Accountants (CIMA); Chartered Institute of Public Finance and Accountancy (CIPFA) or equivalent; **and**
- be able to demonstrate, by providing personal and specific examples on the application form, at least two years' relevant experience gained in a large and complex organisation¹ in each of the following three areas:
 - a) assisting in the organisational processes of budgetary control and the annual budget setting process;
 - b) developing and providing accurate, timely and relevant financial management information including appropriate reporting systems; and
 - c) meeting service objectives through the application of project management techniques.

¹ **Large and complex organisation** is defined as one with at least 250 staff or an annual budget of at least £25million and involving a high degree of coordination with a range of internal and external stakeholders.

Special skills and attributes

Applicants **must** be able to demonstrate evidence of each of the following special skills and attributes which may be tested at interview:

Communication skills: the ability to demonstrate highly effective presentation and communication skills capable of influencing and persuading a wide range of people and organisations, both orally and in writing.

Information technology skills: the ability to operate specialist software packages and understand how computer programmes and new technology generally can increase business efficiency.

Analysis and decision making skills: the ability to analyse and interpret complex issues and exercise critical judgement in arriving at practical solutions.

Knowledge of accounting and resource management: a detailed knowledge of financial control and accounting systems, together with the ability to advise on financial and resource management matters at a senior level.

Technical job skills: the ability to demonstrate an understanding of local authority finance and the requirements of legislation and regulation in that regard.

Team working and leadership skills: the ability to work constructively within a team and to encourage high levels of co-operation between team members offering leadership to motivate others.

Performance management skills: a working knowledge of performance management systems and procedures including performance indicators, benchmarking and quality assurance methodologies.

Corporate knowledge: the ability to work as a corporate team member, seeking to achieve organisation - wide objectives, through participation in and through leading of inter-departmental teams which contribute to the corporate decision making process.

Commitment to change: the ability to demonstrate a personal commitment to change and to lead others through organisational or other major change programmes, securing continued commitment to organisational objectives.

Short-listing criteria

In addition to the above qualifications and experience, Belfast City Council reserves the right to short-list only those applicants who, as at the closing date for receipt of application forms:

- in the first instance, are able to demonstrate, by providing personal and specific examples on the application form, at least two years' relevant experience of areas (a - c) gained in a large and complex organisation within the public sector; and
- in the second instance, are able to demonstrate, by providing personal and specific examples on the application form, at least three years' relevant experience in each of the aforementioned areas (a – c).

Belfast City Council

Terms and conditions of employment

Management Accountant (PO4) One permanent, full-time post

Financial Services Section

Finance and Resources Department

Job applicant privacy notice

Belfast City Council is the Data Controller under the General Data Protection Regulations (GDPR) for the personal data it processes relating to job applicants. Processing data from job applicants allows the council to manage the recruitment process, assess and confirm an applicant's suitability for employment and decide to whom to offer a job. It may also need to process data from job applicants to respond to and defend against legal claims.

If you apply for this job, you will be providing your personal data to the council whose lawful basis for processing it is for the performance of a task carried out in the public interest or in the exercise of official authority. In some cases, the council will also need to process your data to ensure it is complying with its legal obligations. For example, to monitor applicants' sensitive data for equal opportunities purposes and to check applicants' eligibility to work in the UK before employment starts. The council will collect a range of information about you, including:

- your name, address and contact details, including email address and telephone number;
- details of your qualifications, skills, experience and employment history;
- information about your current level of remuneration, which may include benefit entitlements;
- whether or not you have a disability, or if your first language is not English, so that it can make reasonable adjustments, as required, during the recruitment process; and
- information about your entitlement to work in the UK etc.

The council will collect this information in a variety of ways for example, by application forms, through forms of assessment, from interview or from your identity documents. It may also collect personal data about you from third parties, such as references, but it will only seek this data if you have been recommended for appointment to the post and it will inform you that it is doing this. Your personal data will be shared internally within the council with staff who are involved in the recruitment process and, where necessary, between internal departments for the purpose of ensuring a fair, systematic and objective recruitment and selection process is in place. It will also be shared with external consultants for the purposes of candidate attraction and selection, where appropriate. Your personal data will not be shared or disclosed to any other organisation without your consent, unless the law permits or places an obligation on the council to do so. Your data will be stored in a range of different places including the recruitment file, the HR information management system and other IT systems such as email. It will be held and stored by the council in a safe and secure manner in compliance with Data Protection legislation and in line with the council's Records Retention and Disposal Schedule.

As a data subject, you have a number of rights. These include your right to:

- access and obtain a copy of your personal data on request;
- require the council to change incorrect or incomplete personal job applicant data; and
- require the council to delete or restrict processing your data.

If you have any queries regarding the processing of your personal data, please contact our Job Line on 028 9027 0640. If you wish to contact the council's Data Protection Officer, please write to Belfast City Council, City Hall Belfast, BT1 5GS or send an email to records@belfastcity.gov.uk

Please see further details of the terms and conditions relating to this post set out below:

Appointment

The appointment will be made by the selection panel, but will be subject to ratification by the director of the relevant department.

There is currently one permanent, full time post.

There may be a reserve list of applicants drawn up for this post which would last for a maximum of 12 months. Should a similar post become vacant within this time, it may be offered to those on the reserve list, in order of merit, without further interview. For generic-type posts, this may include posts in another department. **These posts may be either full-time or part-time on a permanent, temporary or fixed-term basis.**

If you are offered and you accept a temporary position e.g. a temporary part-time position for 3 months, and another temporary part-time position arises from the same recruitment campaign e.g. for 1 year, regardless of whether or not you are still working in your temporary part-time position, you will not be offered any further temporary part-time position.

However, in certain circumstances, when all relevant applicants on the reserve list for temporary vacancies, full-time or part-time, have been offered opportunities for which they expressed a preference on their application form, and if the timing of the reserve list is still valid and there are still temporary vacancies to fill before the reserve list expires, the council reserves the right to 'revisit' the reserve list in strict order of merit. This is the only time when an individual who has been appointed to a temporary position e.g. a temporary part-time position can be offered another temporary part-time position.

If a similar post does become vacant within this time, it will be offered to candidates on the reserve list in the following way:

1. Candidates will be initially contacted by telephone and **must** respond within three working days to accept or decline the post.
2. Candidates who cannot be contacted by telephone will be contacted by letter and **must** respond by telephone or by return of acceptance form within five working days of the date of the letter.

If candidates do not respond within the above time frames, the post will be offered, in order of merit, to the next person on the reserve list. The names of those candidates who have not responded within the above timeframes will be retained on the reserve list, in order of merit, to be considered for future vacant posts.

However, if candidates have been contacted on three separate occasions, and they have not responded within the above timeframes on these three occasions, the council will assume that they are no longer interested in the post and their names will be removed from the reserve list.

Should your contact telephone numbers or your address change since you submitted your application form, it is your responsibility to notify the HR Employee Resourcing Unit on 028 9027 0640 or by emailing jobs@belfastcity.gov.uk with your new contact details.

Job details

Job description: please refer to the job description for details of the duties of the post.

Employee specification: please refer to the attached employee specification for details of any qualifications, memberships of professional bodies, experience etc. which are required for the post. Should an applicant be recommended for appointment to this post, he or she will be required to produce official original proof of any qualifications, memberships etc. he or she relied upon to support their application. Please also be advised that an applicant must provide evidence to demonstrate that he or she was in possession of such qualifications, memberships etc. at the closing date for applications.

Remuneration

The salary will be determined by the council in line with that determined by the National Joint Council for Local Government Services, currently Salary Scale PO4, SCP 35 to 38, £38,890 - £41,881 per annum (in normal circumstances, the starting salary is the minimum point), paid monthly by direct payment by the Bankers Automated Clearing System (BACS) to a bank or building society account of your choice.

Location

The person appointed will be based initially in 9 Adelaide, 9-21 Adelaide Street, Belfast but will be required to work in and/or visit other locations.

Please note, given the uncertainty of the ongoing situation with Covid 19 (Coronavirus) and the closure of council buildings, you may be asked, in the first instance, to report to a different location, work from home and/or be reassigned or redeployed to another area of work within the council.

Pre-employment checks

Prior to taking up duty the person recommended for appointment must:

- (a) Enter into an agreement which sets out the main terms and conditions of employment.
- (b) Provide evidence of the right to work and reside in the UK via an original full UK birth certificate and original proof of national insurance number (for example, via national insurance card, P45 or payslip etc). No temporary national insurance numbers can be accepted. Individuals who do not have a UK birth certificate will be asked to bring their passport and other documentation as required.
- (c) Produce official evidence of his or her qualifications, membership of a professional body as required. Please be advised that candidates must provide evidence to demonstrate that they were in possession of them at the closing date for applications.
- (d) Provide details of the bank or building society account to which his or her salary or wage will be lodged.
- (e) Provide two satisfactory work references. If suitably satisfactory references are not received, he or she will not be offered the appointment.
- (f) Pass satisfactorily a medical assessment by the council's Occupational Health Service provider.
- (g) Complete the relevant Northern Ireland Local Government Officers' Superannuation Committee (NILGOSC) membership or opt out forms.
- (h) Complete a disclosure of family relationships form.
- (i) Complete a disclosure of criminal convictions form, under the Rehabilitation of Offenders (NI) Order 1978. All applicants who are recommended for appointment to a post within Belfast City Council must provide details in respect of any criminal convictions which are not regarded as 'spent' convictions. Any disclosed convictions will be taken into account only when the conviction is considered relevant to the post and will be seen in the context of the job, the nature of the offence and the responsibility for the care of existing client/customer and employees.

If the person appointed acquires a conviction throughout the course of his/her employment with Belfast City Council, he/she must bring this to the attention of his/her line manager/departmental HR representative. Failure to comply with this request can result in a breach of the terms and conditions of employment and may result in sanction or dismissal. Any information will be dealt with confidentially and help is available.

Please note that if an applicant is recommended for appointment he or she must complete the pre-employment checks, outlined above, within 10 working days or consideration will be given to withdrawing the recommendation for appointment and no formal offer of appointment will be made. An existing employee currently undertaking a temporary project/cover/review post will not be able to continue working for the remaining duration of this temporary post prior to taking up a permanent post, even if this temporary post is of a higher grade.

Council policies

The person appointed will be required to comply with all current and future council policies, procedures, guidelines, agreed working practices and any relevant collective agreements incorporated into the contract of employment.

Conditions

The general conditions of service as prescribed from time to time by the National Joint Council for Local Government Services and by the council for its officers shall apply to the appointment and the Single Status Implementation Agreement dated 2007 as renegotiated from time to time is hereby incorporated into the contract of employment.

A copy of the council's Disciplinary Procedure and Grievance Procedure will be issued to all new employees at the council's Induction Course.

Please note if you are an applicant with previous local authority service in England, Scotland, Wales etc., you are advised to clarify your particular situation with regard to the continuity of this service, prior to accepting an offer of appointment from Belfast City Council.

Service and hours of duty

The hours of duty are 37 per week, working five days per week, Monday to Friday. Flexible working hours are in operation between 7.30am and 6.30pm, with set core times that the person appointed must be in work. However, the person appointed will be required to start and finish work at specific times that suit the operational needs of the service and she/he will, when advised, be required to work outside of these hours for operational reasons including on extra statutory, bank and/or public holidays.

In accordance with the National Joint Council for Local Government Services National Agreement on Pay and Conditions of Service variations to the established working week or patterns of work will be reasonable and subject to adequate notice.

Annual leave

Annual leave and extra statutory, bank or public holiday entitlement is calculated in hours/minutes.

A person appointed on the standard full time hours of 37 per week will be entitled to 170.2 hours (23 days) annual leave, plus 88.8 hours (12 days) bank or other holidays.

Annual leave entitlement will be increased by 37 hours (5 days) in the case of officers who have not less than 5 years' continuous service and by a further 22.2 hours (3 days) in the case of officers who have not less than 10 years' continuous service.

Figures in brackets represent the number of days based upon a standard day of 7.4 hrs.

For individuals who do not work the standard full-time hours, annual leave and extra statutory, bank or public holiday entitlement will be calculated on pro-rata basis to their contracted hours, based on the standard full time hours of 37 per week and a standard day of 7.4 hours (i.e. 7 hrs 24 minutes).

Employees are entitled to a holiday with a normal day's pay for each of the statutory, general and public holidays as they occur. Where the balance of the employee's public / bank and statutory holiday entitlement has been exhausted, additional leave taken for public / bank and statutory holidays will be deducted from the employee's annual leave entitlement.

All employees required to work on extra statutory, bank or public holidays will be remunerated in accordance with Part 3, paragraph 2 of the National Joint Council for Local Government Services National Agreement on Pay and Conditions of Service.

The leave year commences on 1 April. If an employee starts part way through the annual leave year, the employee will receive annual leave entitlement on a pro rata basis, calculated on the number of days remaining in the current leave year from the first day of employment.

Sick leave

This scheme is intended to supplement Statutory Sick Pay and Incapacity Benefit so as to maintain normal pay during defined periods of absence on account of sickness, disease, accident or assault. Absence in respect of normal sickness is entirely separate from absence through industrial disease, accident or assault arising out of or in the course of employment with a local authority. Periods of absence in respect of one shall not be set off against the other for the purpose of calculating entitlements under the scheme. Employees are entitled to receive sick pay for the following periods:

During first year of service	one month’s full pay and (after completing four months service) two months half pay
During second year of service	two months’ full pay, and two months’ half pay
During third year of service	four months’ full pay, and four months’ half pay
During fourth and fifth years of service	five months’ full pay, and five months’ half pay
After five years’ service	six months’ full pay, and six months’ half pay

Superannuation

The person appointed will automatically become a member of the Local Government Pension Scheme (Northern Ireland) LGPS (NI) in line with scheme regulations. He or she may opt out of the scheme. However, the council is required to comply with automatic enrolment provisions and will automatically enrol the person appointed at certain times. The LGPS (NI) is administered by Northern Ireland Local Government Officers’ Superannuation Committee (NILGOSC) (www.nilgosc.org.uk).

Canvassing

Canvassing in any form, oral or written, direct or indirect, will disqualify an applicant for appointment. Candidates can, however, contact the relevant department for further information about the post. The person from the relevant department who provides further information should not be a member of the selection panel.

Notice

The minimum period of notice to be given by an employee shall normally be the ordinary period from one payment of salary or wages to the next.

Belfast City Council may terminate an employee's employment with the council by giving the following period of notice:

Continuous service	Period of notice
One month or more but less than two years	Not less than one week
Two years or more but less than twelve years	Not less than one week for each year of continuous service
12 years or more	Not less than 12 weeks

Probationary period

The person appointed may be required to complete a six month probationary period, if this is a requirement of the relevant department, and during this time one week’s notice will be given by the council to terminate employment.

Interview expenses

Reimbursement of interview expenses is not available.

Receipt of applications

Completed applications must be emailed to jobs@belfastcity.gov.uk by 4pm on **Monday, 9 November 2020**.

Please note, as part of our COVID HR Service Recovery Plan, we are unable to issue or receive any hard copy application forms, either by post or hand-delivered, at this time.

Please note that it is the candidate's responsibility to ensure that his or her application form is **submitted and received in the Human Resources Section via jobs@belfastcity.gov.uk** by this closing date and time. Application forms returned electronically must be submitted as an email attachment. Due to the council's Computer Use Policy and security protocols, storage services such as SkyDrive are not accessible. Applications submitted as a link to a storage service will not be accepted. No late application forms will be considered. No application forms, or supporting information in respect of an already submitted application form, will be considered after this date and time. Applications will not be accepted by fax.

Short-listing and interview date

It is envisaged that short-listing for this post will take place on **Wednesday, 18 and Thursday, 19 November 2020**. Whilst no specific testing or assessment arrangements are anticipated for this post, depending on the volume of applicants, the council reserves the right to include these mechanisms as part of the selection process. It is also envisaged that interviews on **Wednesday, 2 and, or Thursday, 3 December 2020** will be held on and **will be held via MS Teams**.

The council will make all reasonable efforts to accommodate applicants who are unavailable on the specified interview date but it is under no obligation to do so.

Belfast City Council

Application for appointment as:

Management Accountant (PO4)
(There is currently one permanent full-time post.)

Financial Services Section

Finance and Resources Department

Name of Applicant:

Address:

The closing date for applications is **4pm on Monday, 9 November 2020.**

Completed application forms should be emailed to jobs@belfastcity.gov.uk and you will receive an automatic reply when your application has been received. If you don't receive an acknowledgement within 30 minutes, please call 9027 0640 to confirm receipt (office hours are normally Mon-Thurs 8.30am-5pm, Fri 8.30am-4.30pm). You must confirm receipt **before** the closing date and time as we will not be able to accept applications that are sent but not received before the closing date and time.

Please note, as part of our COVID HR Service Recovery Plan, we are unable to issue or receive any hard copy application forms, either by post or hand-delivered, at this time.

If you have a disability and require any reasonable adjustments, or your first language is not English and you require any assistance with any aspect of our recruitment and selection process, please call 028 9027 0640

Belfast City Council is an equal opportunities employer and we welcome applications from all sections of the community



**Belfast
City Council**

In addition to filling the immediate vacancy, we also intend to create a reserve list of successful applicants, in strict order of merit based on performance at interview. We anticipate that this list will last for 12 months, or until it is exhausted, whichever is sooner.

Therefore, should a similar post to the immediate vacancy become available within this time we may offer it to those on the reserve list, in order of merit, without further interview.

These posts may be either on a permanent or temporary basis and may be working full-time, part-time or job-share hours.

Please indicate below whether you would be interested in a permanent, or temporary (including fixed term) posts working full-time, part-time or job-share hours by ticking the appropriate boxes.

If you are interested in permanent, temporary, full-time, part-time and, or job share positions please tick (✓) all of the relevant boxes below:

Contract type:

Permanent Temporary

Hours of work:

Full-time Part-time Job share

You can apply for all positions and, if appointed to the reserve list, you will be considered for permanent and temporary vacancies and for full-time, part-time and, or job share hours.

If you apply for all positions, you can accept an offer of temporary employment without giving up your right to be considered for a permanent post. Similarly, you can accept a post working part-time hours without giving up your right to be offered a post working full-time hours.

It is important to note: If you are placed on the reserve list, you will only be offered vacant posts on the basis of the information you have provided above. For example, if you have ticked that you are applying for a permanent position only and a temporary position becomes available, we will not offer you this temporary post.

Section 1: Personal details

Are you currently employed by Belfast City Council?

Yes No

If yes, please enter your staff number:

Have you been previously employed by Belfast City Council?

Yes No

If yes, please state your reason for leaving:

1. Your details

(a) Title: (Mr, Mrs, Ms, Miss, Dr etc)

(b) Forenames:

(c) Preferred name:

(d) Surname:

2. Contact details

(a) Telephone number:

(b) Email address:

(c) Address 1:

(d) Address 2:

(e) Town:

(f) County:

(g) Postcode:

3. Other information

National insurance number:

Section 2: Qualifications and employment history

4. Qualifications

- (a) Details of qualifications obtained (please refer to employee specification):
 Please state name, level and grade of qualification, the year attained and the examining body or university/college which awarded your qualification as this information may be needed by the selection panel.
Applicants must, as at the closing date for receipt of application forms, be a qualified accountant and be a full, current member of a relevant professional body, for example, Association of Chartered Accountants (ACA); Association of Chartered Certified Accountants (ACCA); Chartered Institute of Management Accountants (CIMA); Chartered Institute of Public Finance and Accountancy (CIPFA) or equivalent. Please detail your relevant qualification below:

Year:	Examining body / University / College:	Level of qualification:	Subject:	Grade or mark:

- (b) If you are applying for a post on the basis of a qualification which is not stated on the employee specification but which you consider to be equivalent, please list the main topics and modules below to demonstrate how you feel it is equivalent in terms of level, breadth, depth and content etc. Please also provide any further information which you feel supports your case.
 (The selection panel will make the final decision on the relevance and equivalence of your qualification.)

Year:	Examining body / University/College:	Level of qualification:	Subject and modules studied:	Grade or mark

Any other support evidence as to the equivalence of the qualifications stated, for example, breadth of overlap with qualification as detailed in the employee specification:

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- (d) **Current membership of professional bodies: Applicants must, as at the closing date for receipt of application forms be a qualified accountant and full current member of a relevant professional body, for example, Association of Chartered Accountants (ACA); Association of Chartered Certified Accountants (ACCA); Chartered Institute of Management Accountants (CIMA); Chartered Institute of Public Finance and Accountancy (CIPFA) or equivalent. Please detail your relevant membership below.**

Title of professional body	Type / grade of membership	Membership number	Date of expiry

Employment history

(e) Details of current employment and current position held:

Name and address of current employer (if any):	Exact date employment commenced (dd/mm/yyyy):	Position held with current employer:	Salary:

(f) Details of previous employment and positions held:

Name and address of previous employer(s):	From: (dd/mm/yyyy)	To: (dd/mm/yyyy)	Position(s) held:	Salary:

Section 3: Experience

5.

You must complete the application form in either typescript (Arial font size 11) or legible hand-writing using black ink. You must limit your text in this section, i.e. (a) to (d), to no more than one A4 page per criterion. You must not use continuation sheets. If you submit more than one page per criterion, the short-listing panel will only consider the first page of information and you may not be short-listed.

Applicants **must**, as at the closing date for receipt of application forms, be able to demonstrate by providing personal and specific examples on the application form, that they meet the experience as stated in the employee specification.

Applicants must, as at the closing date for receipt of application forms, be able to demonstrate, by providing personal and specific examples on the application form, at least two years' relevant experience gained in a large and complex organisation¹ of each of the following three areas:

- a) assisting in the organisational processes of budgetary control and the annual budget setting process;
- b) developing and providing accurate, timely and relevant financial management information including appropriate reporting systems; and
- c) meeting service objectives through the application of project management techniques.

Short-listing criteria

In addition to the above qualifications and experience, Belfast City Council reserves the right to short-list only those applicants who, as at the closing date for receipt of application forms:

- in the first instance, are able to demonstrate, by providing personal and specific examples on the application form, d) at least two years' relevant experience of areas (a - c) gained in a large and complex organisation within the public sector; and
- in the second instance, are able to demonstrate, by providing personal and specific examples on the application form, at least three years' relevant experience in each of the aforementioned areas (a – c).

In boxes (a), (b), (c) and (d) below, please provide the following detail:

- (a) You must clearly state the start and end dates of your relevant experience including the number of years' experience you have in this area. You must clearly detail your specific duties and responsibilities in relation to assisting in the organisational processes of budgetary control, how you assisted in the annual budget setting process, the steps that you took, the size of the budget; the large and complex organisation you have gained your experience in, how this organisation is defined as large and complex, for example, the number of employees, different departments, sections, functions and size of budget, etc.
- (b) You must clearly state the start and end dates of your relevant experience including the number of years' experience you have in this area. You must clearly detail the financial management information that you have developed and provided, how you developed this information, who you provided this information to, how you ensured this information was accurate and timely; the reporting systems that you developed; how you developed these reporting systems; how the information was used; the large and complex organisation you have gained your experience in, how this organisation is defined as large and complex, for example, the number of employees, different departments, sections, functions and size of budget, etc.
- (c) You must clearly state the start and end dates of your relevant experience including the number of years' experience you have in this area. You must clearly detail the service objectives that you have worked towards; how you ensured these objectives were met; detail the range of project management techniques you applied and how these ensured objectives were met; the large and complex organisation you have gained your experience in, how this organisation is defined as large and complex, for example, the number of employees, different departments, sections, functions and size of budget, etc.

¹ **Large and complex organisation** is defined as one with at least 250 staff or an annual budget of at least £25million and involving a high degree of coordination with a range of internal and external stakeholders.

(d) You must clearly state the start and end dates of your relevant experience including the number of years' experience you have in this area. You must provide specific details about the large and complex public service organisation you have gained your experience in, how this organisation is defined as complex, for example, the number of employees, different departments, sections, functions and size of budget, etc.

(5a)

Please demonstrate in this box, by providing personal and specific examples, that you have at least two years' relevant experience gained in a large and complex organisation of assisting in the organisational processes of budgetary control and the annual budget setting process.

(Please note, Belfast City Council reserves the right to short-list, in the second instance, only those applicants who can demonstrate at least three years' relevant experience in this area)

Continuation sheets must not be used

(5b)

Please demonstrate in this box, by providing personal and specific examples, that you have at least two years' relevant experience gained in a large and complex organisation of developing and providing accurate, timely and relevant financial management information including appropriate reporting systems.

(Please note, Belfast City Council reserves the right to short-list, in the second instance, only those applicants who can demonstrate at least three years' relevant experience in this area)

Continuation sheets must not be used

(5c)

Please demonstrate in this box, by providing personal and specific examples, that you have at least two years' relevant experience gained in a large and complex organisation of meeting service objectives through the application of project management techniques.

(Please note, Belfast City Council reserves the right to short-list, in the second instance, only those applicants who can demonstrate at least three years' relevant experience in this area)

Continuation sheets must not be used

(5d)

Short-listing criterion: If applicable, please demonstrate in this box, by providing personal and specific examples, that your experience demonstrated in areas (a – c) was gained in a large and complex organisation within the public sector.

Continuation sheets must not be used

Section 4: Other information

6. Notice required to terminate present position:

7. If you are not currently employed by Belfast City Council, please provide the required information of two persons not related to you, to whom references may be sent. Both of your referees must be either your current or previous employers (if applicable). Both should be able to comment on your ability to carry out the particular tasks of the job. If you do not wish us to contact your present employer, please provide your most recent previous employer.

1. Current or previous employer (if any)

Name:

Job title:

Name of organisation:

Address (including post code):

Contact telephone:

Email address:

2. Other employer referee (or character reference if applicable):

Name:

Job title (if applicable):

Name of organisation (if applicable):

Address (including post code):

Contact telephone:

Email address:

I certify that the above information is correct and understand that any false or misleading information, if proved, may result in no further action being taken on this application, or, if appointed, dismissal from the service of the council.

Signed:

Date:

Equal opportunity monitoring form

HR Reference number: 0000000855/

Belfast City Council is committed to ensuring that all eligible persons have equality of opportunity for employment and advancement in the council on the basis of ability, qualifications and aptitude for the work. To ensure the effective implementation of the Equal Opportunities Policy all applicants are requested to complete the following questionnaire. This questionnaire will be removed from your application form and will be strictly controlled in accordance with the Code of Practice on Monitoring agreed with Trade Unions.

This questionnaire will not be seen by either the short-listing or interview panels.

Personal details:

Official use only:

Date of birth:	<input type="text"/>	Dob	<input type="text"/>
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Gender:	Male <input type="checkbox"/>	Female <input type="checkbox"/>	Gender	<input type="text"/>
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Family status:	Married <input type="checkbox"/>	Single <input type="checkbox"/>	Status	<input type="text"/>
	Divorced <input type="checkbox"/>	Separated <input type="checkbox"/>		
	Widowed <input type="checkbox"/>	Cohabitant <input type="checkbox"/>		
	Civil partnership <input type="checkbox"/>	Dissolved civil partnership <input type="checkbox"/>		
	Other, please specify <input type="text"/>			

Ethnic origins:	White <input type="checkbox"/>	Indian <input type="checkbox"/>	Ethnic origin	<input type="text"/>
	Pakistani <input type="checkbox"/>	Bangladeshi <input type="checkbox"/>		
	Chinese <input type="checkbox"/>	Irish Traveller <input type="checkbox"/>		
	Black African <input type="checkbox"/>	Black Caribbean <input type="checkbox"/>		
	Black other, please specify <input type="text"/>			
	Mixed ethnic group, please specify <input type="text"/>			
Other, please specify <input type="text"/>				

Please state your nationality or citizenship (for example, British, Irish, Polish): <input type="text"/>	Nation	<input type="text"/>
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Persons with and without a disability:

A person has a disability if he or she has “a physical or mental impairment which has a substantial and long-term adverse effect on his or her ability to carry out normal day-to-day activities” (Disability Discrimination Act, 1995)

Do you, in accordance with the above, have a disability?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Disability	<input type="text"/>
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If yes, please state nature of disability:	<input type="text"/>
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If no, have you ever had a disability?

Yes No

History

Persons with and without dependants:

Have you any caring responsibility?

Yes No

Official use only:

Dependants

Children Relative A person with a disability

Other, please specify

Religious affiliation or community background:

The council is required by The Fair Employment and Treatment (NI) Order 1998 to monitor the perceived religious affiliation or community background of its employees and applicants. In accordance with the Monitoring Regulations 1999, we are asking you to indicate the community to which you belong by ticking the appropriate box below:

I am a member of the Protestant community

Code

I am a member of the Roman Catholic community

Method

I am a member of neither the Protestant nor Roman Catholic communities

Please note: If you do not complete this section, we are encouraged to use the 'residuary' method, which means that we can make a determination on the basis of personal information on your application form.

Religious belief or tradition:

Please specify your religious belief, for example, Christian, Hindu, Muslim, please specify

Religious belief

No religious belief

Not disclosed

Additional information:

To monitor the effectiveness of our advertising, please indicate where you saw this job advertised:

Belfast Telegraph Irish News Newsletter

Sunday Life Specialist journal HR jobline

Council trawl Council website Nijobfinder.co.uk

Council Jobs kiosks Facebook Twitter

Department of Learning, Jobs and Benefits Word of mouth Localgovernmentjobsni.gov.uk

Other, please state where:

E