
Job description

Date: 4 December 2019

Department: City and Neighbourhood Services

Post number: 1915 was 1507

Section: Directorate Support

Job title: **Business Support Officer (Finance, Procurement and Information)**

Grade: SO2

Main purpose of job

Responsible to the Business Co-ordinator for:

- Financial control;
- Procurement;
- General Business Support; and
- Performance and Information.

across the department. This includes the day to day management and development of assigned staff and resources to ensure that the business needs of the service are met in an efficient and cost effective manner.

Assist the Business Co-ordinator in the provision of advice and guidance to departmental officers and managers on financial, information systems, performance, risk management and business administration matters in liaison with Corporate Finance as appropriate.

Work collaboratively to ensure effective customer focused operational delivery of all Finance, Procurement and Information functions but with specific responsibility for one of the areas below based on business need.

Summary of responsibilities and personal duties

Financial Control

1. Assist with the preparation of the revenue and capital estimates and with the monthly budget monitoring, variance explanations and end of year forecasts, ensuring that appropriate corrective action is taken as required.
2. Assist with overseeing the financial management and control of all external funding due, including coordination and review of financial agreements, service level agreements and memoranda of understanding, in liaison with the Finance Manager.
3. Assist in developing and implementing proper systems of financial and budgetary control within the service, in accordance with council's Standing Orders, Financial Regulations and Accounting Manual policies and procedures.
4. Assist with the development, monitoring, review and updating of the departmental risk register and risk action plans in liaison with senior managers.
5. Ensure the centralised control of income, including cash, and to be responsible for the department's sales ledger procedures.
6. Provide assistance to internal and external auditors during the conduct of their audits as required.

Procurement

7. Assist the Business Co-ordinator with ensuring service compliance by managing the proper and efficient purchasing and payment of goods and services, including quotations and tenders, and maintaining a suitable inventory of all property.
8. Assist with the preparation of specifications and evaluation criteria and subsequently evaluate submissions as required.
9. Assist with the co-ordination of the annual programme of tenders to ensure value for money and business continuity.
10. Assist the Business Co-ordinator in supporting management to ensure the appropriate contract management arrangements are in place including performance monitoring and ensure the integrity of information arising out of contracts and organise payments to contractors.

Information Management

11. Responsible to the Business Co-ordinator for the review, design, implementation, integration and testing of all systems (manual and computerised), procedures and controls in the department and to assist with providing appropriate training.

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12. Assist in the use, maintenance, control and development of the various information systems used within the department and to ensure the timeliness and accuracy of input data and reporting information.
 13. Assist in the maintenance of appropriate records management retention and disposal processes and ensuring compliance with FOI and GDPR data protection regulations.
 14. Assist with the development, co-ordination and production of service performance and compliance information, statistics and financial reports for committee, and management team reports, in accordance with council policies, procedures and timetables.

General

15. Assist the Business Co-ordinator with the day to day management and supervision of assigned staff to ensure that the business needs of the department are met in an efficient and cost effective manner.
16. Assist the Business Co-ordinator in the identification of training and development needs for assigned support staff, and to implement agreed training programmes, development activities and personal development plans.
17. Provide advice and guidance to departmental officers and managers on all financial, information systems, performance, procurement and administrative matters.
18. Assist the Business Co-ordinator with reviewing, developing and implementing effective processes, operating standards and systems' streamlining processes and systems in order to improve operational efficiency and effectiveness.
19. Represent the Business Co-ordinator as required within their own functional area of responsibility.
20. Act in accordance with the council and departmental policies and procedures including customer care; equal opportunities; health and safety; safeguarding and any pertinent legislation.
21. 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.
22. Undertake the duties in such a way as to enhance and protect the reputation and public profile of the council.
23. 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 and structural change and it will be subject to review and amendments as the

demands of the role and the organisation evolve. Therefore, the post holder will be required to be flexible, adaptable and aware that they 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: 5 October 2021

Department: City and Neighbourhood Services

Post number: 1915 and 1507

Section: Directorate Support

Job title: **Business Support Officer (Finance, Procurement and Information)**

Grade: SO2

Essential criteria

Applicants **must**, as at the closing date for receipt of applications and throughout the selection process, be a current Belfast City Council employee or a current Belfast City Council agency assignee.

Qualifications and experience

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

- have a third level qualification in a relevant subject such as Finance, Business Studies, Accountancy or equivalent qualification **and** be able to demonstrate, by providing personal and specific examples on the application form, at least one year's relevant experience in each of the following three areas:
- or
- be able to demonstrate, by providing personal and specific examples on the application form, at least two years' relevant experience in each of the following three areas:
 - a) the monitoring of budgets and the management of accounts receivable and accounts payable functions;
 - b) using systems to produce management information and experience in the design, review and implementation of manual and computerised systems; and
 - c) managing business support staff on a daily basis including programming workloads and priorities.

Special skills and attributes

Applicants must be able to demonstrate evidence of the following special skills and attributes, which may be tested at interview.

Communication skills: The ability to write reports, memos and letters on complex or sensitive issues. Effective oral communication skills with the ability to address groups and meetings clearly and to listen and understand divergent opinions and convey complex information.

Knowledge of accounting and resource management: A detailed knowledge of financial control and accounting systems sufficient to provide advice on departmental financial and resource management matters at a senior level.

Team leadership and team working skills: Effective leadership skills capable of making a full contribution to team decision making with a track record of working with a number of teams and leading on change.

Performance management skills: An understanding of how to deliver a value for money service via performance management systems and procedures including performance indicators, benchmarking and quality assurance methodologies.

Information technology skills: The ability to understand how information technology can improve business effectiveness, be innovative in its application and be able to specify requirements with precision. The ability to operate specialist software packages and to advise users, identify problems with hardware, software or user operation and offer solutions.

Systems development skills: The ability to review and implement systems and processes required to maintain the effective and compliant operational procedures for the service and to deliver up-to-date management information.

Customer care skills: An understanding of customer care and consultation principles and the need to respond to client and customer demands.

Analytical and decision-making skills: The ability to analyse complex situations and take appropriate decisive action using the data that has been gathered with an understanding of the possible wider corporate implications of such action.

Political sensitivity skills: An awareness of how Local Government and other public bodies operate and the ability to work with a diverse group of other managers and professionals, both internally and externally, to meet common objectives.

Work planning and organisational skills: The ability to forward plan and to effectively prioritise the work of a large section taking into account short and medium term goals, service demands and the availability of resources and using effective administrative systems and controls.

Short-listing criterion

In addition to the above qualifications and, or experience, Belfast City Council reserves the right to short-list only those applicants who, as at the closing date for receipt of application forms, can demonstrate on the application form, by providing personal and specific examples, that they have a third level qualification in a relevant subject and can demonstrate, by providing personal and specific examples on the application form, at least two years' relevant experience in each of the above noted areas (a) – (c), **or** have three years' relevant experience (as outlined above) in each of the above noted areas (a) – (c).

Belfast City Council

Terms and conditions of employment

Business Support Officer (Finance, Procurement and Information) (SO2) **There are three 'temporary project' posts until for one year, subject to review**

Directorate Support Section

City and Neighbourhood Services 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 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.

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.

There are currently three ‘temporary project’ posts for one year, subject to review. An existing permanent employee of Belfast City Council will, if successful, be appointed on the basis of undertaking a ‘temporary project’ post with the right to return to his or her substantive post at the conclusion of the ‘temporary project’ post. An existing temporary or fixed term contract employee will, if successful, be appointed on the basis of a further temporary or fixed term contract into a ‘temporary project’ post but with no automatic right to revert back to his or her original temporary or fixed term contract post. Similarly, an existing agency assignee will, if successful, be appointed on the basis of a ‘temporary project’ post but with no automatic right to revert back to his or her original agency assignment. Temporary and fixed term contract employees and agency assignees should give consideration to this prior to applying or accepting this post.

For internally trawled permanent or temporary project/cover/review posts, candidates must remain current employees or agency assignees throughout the selection process in order to be recommended for appointment. Candidates who are no longer current employees or agency assignees as at the short-listing, testing/assessment or interview stage will not be eligible to progress through the process; even if they were an employee or agency assignee at the closing date for receipt of applications. Similarly, if placed on the reserve list, candidates must still be current employees or agency assignees as at the point in time that a vacancy arises. Candidates who are no longer Belfast City Council employees or agency assignees will not be offered any future vacant posts from a reserve list, even if the timing of the reserve list is still valid.

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 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, experience 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 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 SO2, SCP 26 to 28, £30,451 - £32,234, 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 the Cecil Ward Building, 4-10 Linenhall 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 the person appointed 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 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.

After pre-employment checks are complete, an applicant must formally accept and commence employment in this post within four weeks.

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.

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

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

'Temporary project' posts It is usual to give one week's notice to terminate this temporary project post arrangement. Your statutory notice periods which relate to your substantive post with the council remain unchanged.

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 Friday, 29 October 2021.

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 **Tuesday, 2 November 2021**. 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 will be held on **Wednesday, 10 November 2021 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:

Business Support Officer (Finance, Procurement and Information) (SO2)

There are three 'Temporary project' posts for 12 months, subject to review (Applicants must be current Belfast City Council employees or agency assignees as at Friday, 29 October 2021 and throughout the selection process)

Directorate Support Section

City and Neighbourhood Services Department

Name of Applicant:

Address:

The closing date for applications is **4pm on Friday, 29 October 2021.**

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**

Section 1: Personal details

Are you currently employed by or an agency assignee of Belfast City Council?

(If you only work within Belfast City Council on a casual basis please mark your answer as No [see below])? Yes No

Are you a current casual worker with Belfast City Council?

(Please note: casual workers are ineligible for this post.) Yes No

1. Your details

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

(b) Forenames:

(c) Preferred name:

(d) Surname:

2. Contact details

(a) Work telephone number:

(b) Mobile number:

(c) Preferred contact number:

(d) Email address:

(e) Address 1:

(f) Address 2:

(g) Town:

(h) County:

(i) Postcode:

3. Other information

National insurance number:

I certify that the information that I have supplied in this form is correct and I 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:

Section 2: Qualifications and current position held

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.
If applicable, applicants must, as at the closing date for receipt of application forms, have a third level qualification in a relevant subject such as Finance, Business Studies, Accountancy or equivalent qualification. Please detail your 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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- (c) **Current position held:**

Current Job Title:	Grade:	Date appointed:

Section 3: Experience

5.

You must complete this form in either typescript (Arial font size 11) or legible hand-writing using black ink. You must limit your text in the next section to no more than one A4 page. You must not use continuation sheets. If you submit more than one page, 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.

Essential criteria

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

have a third level qualification in a relevant subject such as Finance, Business Studies, Accountancy or equivalent qualification **and** be able to demonstrate, by providing personal and specific examples on the application form, at least one year's relevant experience in each of the following three areas:

or

be able to demonstrate, by providing personal and specific examples on the application form, at least two years' relevant experience in each of the following three areas:

- a) the monitoring of budgets and the management of accounts receivable and accounts payable functions;
- b) using systems to produce management information and experience in the design, review and implementation of manual and computerised systems; and
- c) managing business support staff on a daily basis including programming workloads and priorities.

Short-listing criterion

In addition to the above qualifications and, or experience, Belfast City Council reserves the right to short-list only those applicants who, as at the closing date for receipt of application forms, can demonstrate on the application form, by providing personal and specific examples, that they have a third level qualification in a relevant subject and can demonstrate, by providing personal and specific examples on the application form, at least two years' relevant experience in each of the above noted areas (a) – (c), or have three years' relevant experience (as outlined above) in each of the above noted areas (a) – (c).

In boxes (a), (b) and (c) 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 job title; your duties and responsibilities; the budgets that you have assisted in monitoring; the size of these budgets; how you monitored these budgets and how often you monitored them; how you managed accounts receivable and accounts payable functions; what this involved, 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 your job title; your duties and responsibilities; the range of management information you have produced and the systems you used to produce them; who this information was for; your involvement with designing, reviewing and implementing manual and computerised systems; the purpose of these systems; any tools or resources you used to assist you, 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 your job title; your duties and responsibilities; the number and type of staff that you have managed; the range of management duties that you undertook; the techniques that you used to motivate staff; how you allocated and programmed work; how you prioritised the work when allocating it; how the staff members reported directly to you, etc.

(a)

Applicants **must** demonstrate here, by providing personal and specific examples, that they have either one year's or two years' relevant experience of the monitoring of budgets and the management of accounts receivable and accounts payable functions.
(Please note, Belfast City Council reserves the right to short-list only those applicants who can demonstrate at least either two years' or three years' relevant experience (as detailed in the employee specification) in this area)

Continuation sheets must not be used

(b)

Applicants **must** demonstrate here, by providing personal and specific examples, that they have either one year's or two years' relevant experience of using systems to produce management information and experience in the design, review and implementation of manual and computerised systems.

(Please note, Belfast City Council reserves the right to short-list only those applicants who can demonstrate at least either two years' or three years' relevant experience (as detailed in the employee specification) in this area)

Continuation sheets must not be used

(c)

Applicants **must** demonstrate here, by providing personal and specific examples, that they have either one year's or two years' relevant experience of managing business support staff on a daily basis including programming workloads and priorities.

(Please note, Belfast City Council reserves the right to short-list only those applicants who can demonstrate at least either two years' or three years' relevant experience (as detailed in the employee specification) in this area)

Continuation sheets must not be used

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Equal opportunity monitoring form

HR Reference number: 0000001257/

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:**Date of birth:****Gender Identity:**

How do you define your gender?

Male

Female

Prefer not to answer

I use another term (for example, Intersex, non-binary), please specific:

Do you consider yourself to be trans* or transgender?**

Yes

No

Prefer not to say

* Trans can be used as an umbrella term to describe people whose gender is not the same as, nor does it sit comfortably with, the sex they were assigned at birth. Trans people may describe themselves using one or more of a wide variety of terms e.g. transgender, transsexual, gender-queer (GQ), gender-fluid, non-binary, crossdresser, genderless. The use of trans as an umbrella term may not be acceptable to all transgender people.

** Someone who intends to transition, is transitioning or has transitioned from the gender they were assigned at birth.

Family status:

Married

Single

Divorced

Separated

Widowed

Cohabitant

Same sex marriage

Civil partnership

Dissolved civil partnership

Prefer not to answer

Other, please specify

Ethnic origins:

White

Indian

Pakistani

Bangladeshi

Chinese

Irish Traveller

Black African

Black Caribbean

Prefer not to answer

Black other, please specify

Mixed ethnic group, please

specify

Other, please specify

Please state your nationality or citizenship (for example, British, Irish, Polish):

Official use only:

Dob

Gender Identity

Status

Ethnic origin

Nation

Persons with and without a disability:

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

Do you, in accordance with the above, have a disability?

Yes No
Prefer not to answer

Disability

If yes, please state nature of disability:

If No, have you ever had a disability?

Yes No
Prefer not to answer

History

While the selection panel will be made aware that you have a disability for the purposes of operating the Guaranteed Interview Scheme, they will not know the nature of your disability or if you need any reasonable adjustments as part of the recruitment and selection process unless you advise them.

Therefore, if you require any reasonable adjustments as part of the recruitment and selection process, please outline them:

If you wish to discuss any of this information further or you require any further clarification about the Guaranteed Interview Scheme, please feel free to contact our Helpline on **(028) 9027 0640** and we will be happy to help.

In addition, if you are aware of any adjustments that you will require, should you be successful in obtaining the job, please outline them:

Persons with and without dependants:

If yes, please tick the relevant box(es) below- you may tick more than one box

Do you look after or are you responsible for caring for anyone? Yes No

If yes, please tick the relevant box(es) below- you may tick more than one box

Children Relative A person with a disability

Prefer not to answer

Other, please specify:

Official use only:

Dependants

Sexual orientation:

What best describes your sexual orientation?

Bi

Gay/lesbian

Heterosexual/straight

Prefer not to answer

I use another term, please specify:

Orientation

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

I am a member of the Roman Catholic community

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

Prefer not to answer

Code

Method

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:

No religious belief

Not disclosed

Religious belief