

 Financial Support Services Unit

APPLICATION FOR POST OF

FSSU Accountant
(Southern Region)

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Financial Support Services Unit

**The completed form together with two copies (3 in total) should be returned by post or personal delivery to:**

The Director,

 Financial Support Services Unit,

Secretariat of Secondary Schools Ltd,

Emmet House,

Milltown Road,

Dublin 14.

***Incomplete applications or applications received after 5.00 p.m. on Friday 9th August, 2019 will not be considered for processing.***

**For Office Use Only**

 **Ref. No.\_\_\_\_\_\_\_\_\_\_**

**Date and time Received:\_\_\_\_\_\_\_\_**

**1. This form must be signed.**

**2. All questions must be answered. Do not change the question numbers or sequence.**

**3. The Application Form must be typed in Arial font size 10.**

**4. The total number of pages (including this cover sheet) should not exceed 10.**

**5. You should retain proof of postage**

**N.B. No letter of application or CV should accompany this form.**

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| 1. **Full Name:**
 |
| 1. **Address:**

 |
|  **3. Telephone No: Mobile:**  |
| 1. **Email:**
 |
| 1. **Present position and where employed:**

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| 1. **Qualifications**
 |
| Institution | Years AttendedFrom To | QualificationObtained |
|  |  |  |  |

***Candidates will be required to produce evidence of qualifications on appointment***

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| **7. Details of Experience** *(Please list positions held, commencing with most recent employer)* |
| Dates From | DatesTo | Position | Employer | Responsibilities |
|  |  |  |  |  |

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| **8. Other relevant experience (Social/Business - *commencing with most recent)*** |
| Dates From | DatesTo | Position | Organisation | Responsibilities |
|  |  |  |  |  |
| **9. Outline briefly how you see your employment to date and other experience as relevant to this post.** |
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| **10. Role and Function of FSSU Accountant**A number of key competencies have been identified as being essential for the effective performance of the role and function of this post:1. Excellent skills in the following areas:
	* Financial accounting, taxation and auditing
	* Statistics and analysis
	* Excel, Word and PowerPoint
	* Administration and organisation skills
2. Interpersonal and relationship skills including the ability to work within a team and with a broad range of stakeholders including those of a non-financial background
3. Initiative, self-management and self-awareness skills
4. Experience of developing policies, procedures and systems of controls and reporting
5. Presentation and communication skills
 |
| **a) Excellent skills in the following areas:*** + **Financial accounting, taxation and auditing**
	+ **Statistics and analysis**
	+ **Excel, Word and PowerPoint**
	+ **Administration and organisation skills**

 *Your example of how and where you have displayed these skills:* |
| **b**) **Interpersonal and relationship skills including the ability to work within a team and with a broad range of stakeholders including those of a non-financial background** *Your example of how and where you have experienced this:* |
| 1. **Initiative, self-management and self-awareness skills**

 *Your example of how and where you have displayed these skills:*1. **Experience of developing policies, procedures and systems of controls and reporting**

 *Your example of how and where you have displayed these skills:* |
| **e) Presentation and communication skills** *Your example of how and where you have displayed these skills:* |
| **11. Please outline why you wish to be considered for this role including listing any other relevant information about yourself and your experience.** |
| **12. Are there any restrictions on your right to work in this country?** Yes No **If “Yes” give details** |
| **13. Vetting Declaration:****The successful candidate will be vetted before being appointed. At this point, each candidate is required to answer the question below. Please note that if this question is not answered your application will not be considered for processing.**Have you been investigated by the Gardaí, Health Board, or your employer in relation to substantiated complaints made concerning your treatment of children?  ***Place an X in the relevant* *box*** Yes No  |

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| **15. References**Please supply the names and contact details of two referees, at least one of whom must know you in a professional capacity and the other in a position to provide a character referencefor you**:** |
| Name & Address | E-mail Address. & Tel.No. | How do you know the above person? / What is your relationship with this person? |
| Professional Referee |  |  |
| Character Referee |  |  |

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| **16. Undertaking****I certify to the Financial Support Services Unit that the information provided herewith is true and correct.** Signature of Applicant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date \_\_\_\_\_\_\_\_\_\_\_\_\_ **N.B.*** *Referees will only be contacted if you are short-listed for the position.*
* *The Secretariat of Secondary Schools Ltd is an equal opportunities employer.*
* *Short-listing of Candidates may take place.*
* *Candidates may be called for more than one interview.*
* **A panel may be formed from which future vacancies may be filled.**

*Data Protection: All personal information provided on this application form will be stored securely by the FSSU and will only be used for the purposes of the recruitment process. Application forms will be retained for a period of 12 months, and in the case of a successful candidate for the duration of his or her employment and a minimum of two years thereafter. This information will not be disclosed to any third party without your consent, except where necessary to comply with statutory requirements or to provide normal services. Internally, your information will be kept confidential and only made available as necessary. You may, at any time, make a request for access to the personal information held about you.*  |