**Lively Minds Application Form –** Global Finance & Administrative Officer

internal reference: for HR use

Please send your completed application form together with CV to: [jobs@livelyminds.org](mailto:jobs@livelyminds.org) **by 15th January 2023.**

## Personal details

|  |  |
| --- | --- |
| **Title** | Click here to enter text. |
| **Surname** | Click here to enter text. |
| **First name** | Click here to enter text. |
| **Name you wish to be known by** (if different from above) | Click here to enter text. |

## Contact details

|  |  |
| --- | --- |
| **Telephone (mobile)** | Click here to enter text. |
| **Email** | Click here to enter text. |

## Knowledge, skills, experience, and additional information

Please answer the following questions.

1. We love a well-written cover letter and place more value on it than your CV! Please let us know why you'd be perfect for the role (max 800 words).

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1. Please tell us about your experience in processing transactions using accounting software, and using this data to prepare regular financial reporting? (Max. 500 words)

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1. Please tell us the different ways you could evidence good financial control over the steps required for procurement of a service or item, through to final payment to the provider? (max 500 words)

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1. Please describe a circumstance where you have identified a process or control deficiency and what you did to improve it. (max 500 words)

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## References

Employment at Lively Minds is offered to subject to receipt of satisfactory written references. Please give details of two referees. These should not include relatives or personal friends. We will not take up references without your permission, or before interview.

### First referee

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| --- | --- |
| Name | Click here to enter text. |
| Relationship | Click here to enter text. |
| Position | Click here to enter text. |
| Organisation | Click here to enter text. |
| Telephone | Click here to enter text. |
| Email | Click here to enter text. |

### Second referee

|  |  |
| --- | --- |
| Name | Click here to enter text. |
| Relationship | Click here to enter text. |
| Position | Click here to enter text. |
| Organisation | Click here to enter text. |
| Telephone | Click here to enter text. |
| Email | Click here to enter text. |

**Lively Minds | Find out more at** [**www.livelyminds.org**](http://www.livelyminds.org)