



CONFIDENTIAL

Applications must be submitted by email to SHEP Finance Manager Aleksandra Rogulska at aleksandra.rogulska@socialandhealth.com by Wednesday, 22nd March 2023 by 5pm. Please attach your CV as well. Short-listing will take place based on the information contained in this application form. All applications will be acknowledged within 3 working days. In person interviews will take place on the morning of Wednesday 29th March.

APPLICATION FOR THE POST OF:

Accounts Office Support Officer: (fixed term contract, part-time, 24 hrs per week) – Based in Ardfoy, Cork

PERSONAL DETAILS

Name:

Contact Address:

Contact Telephone Number(s):

Email:

REFERENCES (Give details of two referees who would support your application)

Referee 1: Name

Organisation:

Address:

Contact Number(s)/email:

Referee 2: Name

Organisation:

Address:

Contact Number(s)/email:

DECLARATION)

I certify that, to the best of my knowledge, the information given in this application is accurate and complete. (Please Tick the Box).

Any false statements may result in the application being declared invalid.

- 1. Please list your education/training qualifications.**
- 2. Please list your work experience to date.**
- 3. Please provide details of the computer programmes with which you are familiar, and indicate your level of competence – (Excellent, Good or Basic)**
- 4. Tell us about your experience of using SAGE 50 Accounts or other Accounting packages.**
- 5. Please provide details of monthly or other financial reports that you have prepared in previous roles.**

6. With reference to the job description/person specification, is there any other information in support of your application?