**PLEASE READ THE APPLICANT PACK BEFORE COMPLETING THE APPLICATION FORM**

Please complete this form electronically using Arial size 12 font or in black ink, please do not adjust the formatting of this form in any way.

Please return this form by email to [monitoring](mailto:monitoring)officer@nipso.org.uk

Application forms must be returned no later than **12 noon Monday 13th May 2024. Please note that applications received after the closing date will not be accepted.**

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| **Personal Details** | | | |
| **Title (Mr/Mrs/Miss/Dr/etc):** | | **Forename:** | **Surname:** |
| **Full Address:** | | | |
| **Home Phone Number:** | **Mobile Number:** | | |
| **Email Address (if multiple specified preferred):** | | | |
| **National Insurance Number:** | | | |

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| **Education and Qualifications** | | | |
| **Level of Qualification**  (e.g. GCSE/ A Level/ Degree) | **Subject/Name of Course** | **Grade**  **Attained** | **Year** |
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| **Professional Qualifications** | | |
| **Date** | **Training/Course** | **Qualifications** |
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| **Membership of Professional Institutions/Associations** (Include Grade of Membership)**:** | | |

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| **Employment History**  This section should contain an outline of your career, starting with your current/most recent employment. | | | | | | |
| **Name and Address of Employer** | **Dates of Employment**  (\*\*/\*\*/\*\*)  From To | | **Job Title** | | **Final Salary** | |
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| **Principal Duties of Present Post:** | | | | | | |
| **Please use separate continuation sheet if necessary** | | | | | | | |
| **Name and Address of Employer** | **Dates of Employment**  (\*\*/\*\*/\*\*)  From To | **Job Title and Briefly Main Duties** | | **Final Salary** | | **Reason for Leaving** | |
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| **(i) Essential Criteria –** Successfully completed the professional examinations and be a full, current member of at least one of the following bodies:   * Chartered Accountants Ireland * The Institute of Chartered Accountants in Scotland * The Institute of Chartered Accountants in England and Wales * The Chartered Institute of Management Accountants * The Association of Chartered Certified Accountants * The Chartered Institute of Public Finance Accountancy * The Institute of Certified Public Accountants in Ireland |
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| **(ii) Essential Criteria –** At least one year’s experience in all aspects of the preparation of public sector annual resource accounts in accordance with the Government Resources and Accounts Act (Northern Ireland) 2001, the annual HM Treasury Financial Reporting Manual (FReM), and the annual Accounts Direction from the Department of Finance | |
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| **(iii) Essential Criteria -** A minimum of 1 years’ demonstrable experience in at least 2 of the following:  a. providing information and supporting analysis to assist senior management attendance at NI Assembly Committees, Boards, Audit and Risk Committees or similar fora  b. budgetary management including supporting the development of bids for resources including in-year Monitoring Rounds process  c. undertaking public sector procurement  d. involvement in the preparation of accounts to public sector standards  e. leading a team delivering a diverse range of functions to successfully deliver organisational objectives |
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| **(iv) Essential Criteria –** Experience in the use of financial IT systems to include Sage, Coda, Open Accounts or similar business accounting packages, and detailed operational knowledge of the Microsoft Office product suite; |
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| **(v) Desirable Criteria** - Experience of corporate governance including risk management |
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| **(vi) Desirable Criteria** - Experience in facilities management |

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| **Reasonable Adjustments** | | |
| **Do you have a disability as defined under the Disability Discrimination Act 1995?** | **YES** | **NO** |
| **If ‘Yes’, are there any reasonable adjustments that can be made to assist you in your application or with our recruitment process?** | | |

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| **Work Status** | | |
| **Do you have the right to work in the UK?**  Note: Under the terms of the Immigration, Asylum and Nationality Act 2006, we are required to make basic checks on everyone we intend to employ. You will be required to provide evidence of this before an offer of employment can be confirmed. | **YES** | **NO** |

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| **Convictions and Conflicts of Interest** | | |
| **Do you have any criminal convictions which are unspent in accordance with the Rehabilitation of Offenders (NI) Order 1978?** | **YES** | **NO** |
| **If ‘yes’, please provide details of any convictions, offences, penalties and the corresponding dates:** | | |
| **Please declare any other non-conviction information that may have a bearing on your suitability for appointment:** | | |
| **Are you aware of any police enquiries undertaken following allegations made against you which may have a bearing on your suitability for this post?** | **YES** | **NO** |
| **If ‘yes’, please provide details of any convictions below:** | | |
| **Given the breadth of the Ombudsman’s jurisdiction (namely her role in investigating complaints about all public service providers in Northern Ireland), it is important that any actual or perceived conflicts of interest are declared by you. Do you have any actual or perceived conflicts of interest?** | **YES** | **NO** |
| **If ‘yes’, please provide details of below:** | | |

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| **Additional Information** | | |
| **Length of notice you are required to give:** | | |
| **Are you related by blood, marriage, civil partnership or co-habitation to a member of staff currently employed by the Northern Ireland Public Services Ombudsman?** | **YES** | **NO** |
| **If ‘Yes’, please state the name and relationship:** | | |

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| **Advertising Strategy** |
| **In order to monitor the effectiveness of our advertising strategy, please indicate how you first became aware of this vacancy?** |

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| **Declaration** |
| I confirm that the information I have provided on this application form is true and accurate.  I understand that deliberate falsification of factual information may prejudice my application, lead to an offer of appointment being withdrawn or, if appointed to dismissal.  I understand that the information will be retained for administration purposes and in compliance with GDPR and the Data Protection Act 2018.  Signature (Electronic):  **Date:** |