

EMBASSY OF IRELAND – LILONGWE

EMPLOYMENT APPLICATION FORM

POSITION: Head of Finance

Instructions

- 1) Please read the job description carefully to ensure you meet the criteria required
- 2) Please provide only the information most relevant to the role; skills; and experience listed in the job description
- 3) Applications which do not meet the minimum requirements cannot be considered
- 4) For multiple choice answers (e.g. Yes / No) please delete as appropriate
- 5) Applicants may add additional rows or text but please ensure that your application does not exceed four pages
- 6) Refer to the job advertisement for the relevant details to ensure you are familiar with the instructions to submit your application before the deadline.

Personal Information

Name:	Address:
Email:	
Phone:	
Date of Birth:	
Gender: Male / Female [delete as appropriate]	Nationality:
In which languages are you fluent (speaking; reading; writing)?	
How soon could you start if offered the position?	
What is your current salary and other benefits?	
What are your salary expectations including benefits?	
Have you ever been convicted of a criminal offence or dismissed from employment for disciplinary reasons?	Yes / No [delete or add details as appropriate]
Do you confirm that your application is true and complete to the best of your knowledge without any material omissions?	Yes / No [delete or add details as appropriate]

Minimum and Desirable Qualifications

Criteria	Yes / No	Other Response
Please specify which internationally recognised accounting qualification you hold e.g. CIMA or ACCA Please indicate qualification and year.	Yes / No	
Do you have five years professional experience since you achieved your ACCA/CIMA qualification including three years at senior level? Please outline the positions held and the dates for which these roles were held	Yes / No	
Please list other relevant post-graduate qualifications and year?		
Which IT and accounting packages are you proficient with?		

Statement of Suitability and Motivation

Why do you want to apply for this position? [maximum of five lines]
Please outline your major achievements to date as a Head of Finance and why you believe that you have the necessary skills, and experience to assume this position? [maximum of ten lines]

Career History

Start / End Dates Position Name and address of employer	1. Starting with your current position, list 5-7 main responsibilities or achievements related to the Head of Finance role which you have delivered in your previous employments (including your responsibility for: financial management systems and internal controls; expenditure controls and analysis; compliance with organisational and statutory regulations; managing fraud; providing financial technical support for assessments of programme partners); 2. Please clearly indicate the level at which you reported and the budget or staff numbers which you were responsible for; 3. Please indicate your reason for leaving.

Membership of Professional Bodies or Other Work Related Committees or Organisations

<p>Starting with the most recent please list below your most relevant <u>professional</u> qualifications or memberships including the relevant dates; name of the organisation; and the level of your engagement. Please include a copy of your qualification</p>

Academic Qualifications and Other Relevant Training

Year of Award	Qualification and Awarding Institution / University / College	Any areas of specialisation	Final result / level of qualification

Please provide details of other relevant training?

References

Please provide full contact details including email and phone numbers for at least two and preferably three contactable references from current or former employers? (Note: your current employer will not be contacted without first confirming with you that it is in order to do so)

Any Other Relevant Information or Comments

Please provide any additional information which you feel may be relevant to your application [maximum 5-10 lines]

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By submitting information electronically, parties accept that data may not be fully secure. Parties may alternatively send their submissions by post or by hand to: **The Embassy of Ireland, Third Floor, Arwa House, City Centre, Lilongwe 3.**

Any personal information submitted to us will only be used for its intended purposes and will be destroyed when no longer needed. Any other processing or disclosure of personal data is not allowed other than in the exceptional circumstances provided for under the Data Protection Acts