



Buxton Civic Association
buxtoncivicasociation.org.uk

Application for the position of Accounts and Administration
Officer.

***NB Please expand sections for your answers as necessary.
Please also send us a copy of your CV.***

1. PERSONAL DETAILS:

Name:

Address:

Telephone number:

e-mail

2. CURRENT EMPLOYMENT:

Employer:

Job Title:

Tasks and responsibilities:



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How long have you been in this post?

3. PREVIOUS EMPLOYMENT HISTORY

Please give name of employer, dates of taking up and leaving the post,
reason for leaving post and a brief description of your role and responsibilities.



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4. PROFESSIONAL / PRACTICAL QUALIFICATIONS

5. EDUCATIONAL HISTORY

Please give details of qualifications gained



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6. RELEVANT EXPERIENCE

Please explain how your past work helps meet the requirements of this job. In particular:

a) Describe your experience in working with Sage 50 and preparing the following accounting duties.

Preparation of accounts up to Trial Balance,

Reconciliation of various nominal ledger accounts, and banking accounts

Collating information and preparing payroll for weekly and monthly employees.

Preparing VAT and other government returns

Dealing with the auto-enrolment pension scheme.

b.) Describe the administrative duties include telephone answering, opening the post, managing daily correspondence that you have undertaken including e-mail.

Include examples of dealing with the public.

Include examples of dealing with filing and general organisation to support senior management and maintaining the smooth running of the organisation.



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c.) Give examples of applications for grants that you have been involved in preparing.

c) Describe your person-to-person communication skills and how you acquired them.

d) Please explain any other specific ways your previous experience would be relevant to this post.

e) Do you have a current driving license?



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**7. EXPLAIN WHY YOU ARE ATTRACTED TO THIS POST AND
WHY YOU FEEL YOU ARE WELL SUITED TO THE ROLE.**

8. ANY OTHER INFORMATION

Use this space to tell us anything else, maybe relating to your interests and life experience, that you would like us to know when short-listing for the post



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9. REFEREES

We will definitely take up references prior to appointing. At least one of your referees should be a previous employer.

REFEREE ONE

Name

Address

Telephone number

E-mail

How does this person know you?

How long has he or she known you?

Are you happy for us to contact this referee prior to interview?
YES/NO

REFEREE TWO

Name



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Address

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