



Person Specification

Job Title	Verification officer
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Applicant Information
<p>If the panel decides, from the information contained in your application, that you do not meet any one of the essential criteria, then you will not be shortlisted.</p> <p>Applicants should clearly and unambiguously demonstrate in their application how they meet all the criteria outlined. Clear evidence should be provided of all the elements of each criterion in the application form giving specific length of experience, examples and dates. It is not sufficient to simply provide a list of duties and responsibilities. The selection panel will not make assumptions from the title of an applicant's post or the nature of the organisation as to the skills and experience gained.</p> <p>If an applicant does not provide sufficient detail, including the appropriate dates, in their application form against each individual criterion as stated, the selection panel will reject the application.</p> <p>If you believe that your qualifications are equivalent to those listed, then this must be clearly detailed in your application. The panel may request you to provide evidence of equivalency.</p> <p>If at the first stage of the recruitment exercise a high number of applications have been shortlisted using the essential criteria, the panel will also apply the desirable criterion for shortlisting purposes.</p>

Essential Criteria
<p>The following essential criteria will be applied at shortlisting stage.</p> <p>Applicant must have:</p>

Essential Criteria 1
A university degree or professional qualification of equivalent standing in business, finance, accounting or related field.

Essential Criteria 2
A minimum of 2 years' experience within an audit environment leading audit assignments to completion including reviewing internal controls within an organisation and preparing reports including making practical recommendations for improvement

Essential Criteria 3
Experience of maintaining accurate financial and non-financial records and preparing timely reports

Essential Criteria 4

Excellent oral and written communication skills, including the ability to network and communicate effectively with a variety of stakeholders from diverse backgrounds, to write and present reports and to facilitate meetings

And

Experience of developing and maintaining effective work relationships with internal and external stakeholders.

Essential Criteria 5

Experience of supervising staff including allocation of workload

Essential Criteria 6

Experience in using Microsoft Office suite of applications in particular Microsoft Outlook, Word and Excel in a work situation.

Essential Criteria 7

A current and valid driving licence and access to personal transport insured for business use/or* have access to a form of transport which will permit the applicant to meet the requirements of the post in full (*This relates to any person who has declared to having a disability which debars them from driving).

Desirable

Desirable Criteria 1

Experience of managing a portfolio of funded groups.

Please note

If at the first stage of the recruitment exercise a high number of applications have been shortlisted using the essential criteria, the panel will also apply the desirable criterion for shortlisting purposes.

Applicants are encouraged to submit applications at the following address: Recruitment@nicrc.org.uk. However, hard copy applications are welcomed and all applications will be treated equally regardless of whether they are hard copy or e-mail.

CVs will not be accepted. Incomplete applications will be rejected.

Applicants should note, when returning application forms by post, that the correct postage for the weight and size of the envelope is required otherwise it may be delayed, possibly not meeting the closing date and therefore, be refused. Late applications will not be accepted.

It is the responsibility of applicants to ensure that the application form is fully and correctly completed and signed and that all relevant information in support of their application is included.

The Community Relations Council accepts no responsibility for checking forms upon receipt and/or notifying candidates if forms are unreadable or incomplete for technical reasons, or otherwise