



COMMUNITY RELATIONS COUNCIL

DIRECTOR OF DEPARTMENT OF FINANCE, ADMINISTRATION & PERSONNEL

PERSON SPECIFICATION

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.

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.

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.

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.

Essential Criteria

Essential Criteria 1

Be a fully qualified accountant having successfully completed the appropriate professional examinations and hold continuing membership of one of the following CCAB bodies:

- The Chartered Institute of Public Finance and Accountancy
- The Chartered Accountants Ireland (CAI)
- The Institute of Chartered Accountants Scotland
- The Institute of Chartered Accountants England and Wales
- The Association of Chartered Certified Accountants
- Chartered Institute of Management Accountants
- The Institute of Public Accountants in Ireland

Essential Criteria 2

A minimum of 3 years post qualifying experience that includes budgeting, monitoring, audit and reporting. Previous experience should be in public sector financial management including undergoing audit, verification and managing public money.

Essential Criteria 3

Experience of public sector governance and its applicability to an organization such as the Community Relations Council. This may include experience of management statements/financial memorandum, partnership agreements, company law and charity commission requirements.

Essential Criteria 4

Ability to demonstrate practical experience and knowledge in some or all of the following areas:

- Human Resources Management (including equality legislation)
- Administrative Support Services
- Facilities Management
- Information Management/Data Protection

Essential Criteria 5

At least 2 years management experience, including supervising and supporting staff, team management skills and organizational planning

Essential Criteria 6

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

Essential Criteria 7

Experience of Microsoft Office, including (a) Outlook, (b) Word, (c) PowerPoint, and (d) Excel and experience of (e) SAGE and (f) BACS in a workplace setting.

Desirable

Desirable Criteria 1

CIPD, REC or HR related qualification

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.

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.

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

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.

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.

Late applications will not be accepted. 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.