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| **Application Form** | |
| **Job title:** | **Finance and Governance Analyst** |
| **Salary: £45,478- £56,846 per annum**  **Closing date: 2.00pm, Thursday 9 January 2025**  Applicants should use this form only and should not submit supplementary material such as a CV. | |

Please refer to the **Guide for Applicants** before completing this form.

Please submit your completed application form by email to [recruitment@uregni.gov.uk](mailto:recruitment@uregni.gov.uk). A typed or scanned signature will be accepted.

Please submit your completed equal opportunities monitoring form in a separate email labelled clearly ‘Monitoring Form’ in the subject line.

**Any candidate experiencing difficulty in completing the application form because of a disability should email** [**recruitment@uregni.gov.uk**](mailto:recruitment@uregni.gov.uk)

**Late applications will not be accepted.** Please note it is the candidate’s responsibility to ensure their completed application is received on or before the closing date. We will use the time it is received according to Utility Regulator computer systems, not the time sent from a candidate’s email account.

**Please do not expand pages beyond that indicated under each of the criteria in the boxes below.** Other alterations of the form may result in disqualification.

**Personal details**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Surname: | |  | | | |  | |
| Forename: |  | | | | | Please underline name by which you are known | |
|  |  | | | | |  | |
| National Insurance number: | | |  | Email address: | |  | |
|  | | |  |  | |  | |
| Contact  address  including  postcode: |  | | | | Contact telephone number: | |  |
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| * Please tell us if you have a disability or a medical condition and need any special requirements or adjustments at interview? |
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* The Utility Regulator is open to considering a number of flexible options, in addition to the standard full-time working arrangements. Please tell us if you would like to be considered for flexible arrangements:

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Please note that this information will not be shared with the panel until the outcome of the process is complete. Individual requirements will be negotiated with the successful candidate. **If you wish to be seconded, you should ensure the support of your employer prior to application.**

Where did you first hear/read about this vacancy?

(This information may help us determine where we advertise in future.)

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|  | **Please select** |
| NI Jobs |  |
| LinkedIn |  |
| Utility Regulator website |  |
| Utility Regulator employee |  |
| Facebook |  |
| X/Twitter |  |
| Other (please specify) |  |

**Referees:** Please give the name and contact details of two referees, one of whom should be your current employer and one of whom should be a previous employer. Referees will not be contacted until a provisional offer is made.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **1. Name**: |  | | **Address:** |  |
| **Contact telephone number:** | |  | | |
| **Contact email address:** | |  | | |
| **2. Name**: |  | | **Address:** |  |
| **Contact telephone number:** | |  | | |
| **Contact email address:** | |  | | |

**Additional information:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Please outline your current / most recent salary:** | | | | |
|  | | | | |
| **Please outline any substantial cashable benefits (e.g. pension, bonus etc.):** | | | | |
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| **Length of notice:** |  |  | **When would you be available to start?** |  |

**Declaration**

A. I have read and understood the information provided in the Guide for Applicants.

B. The responses detailed in this application are true and accurate to the best of my knowledge and belief. I understand that deliberate falsification of factual information may prejudice my application or lead to an offer of appointment being withdrawn.

**Signature:**

**Date:**

/ /

You may sign electronically and submit by email

**Relevant employment history** (begin with your most recent/current position)

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| **Employer:** |  |
| **Position held:** |  |
| **Dates from and to (month and year):** |  |
| **Reason for leaving:** |  |

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| **Employer:** |  |
| **Position held:** |  |
| **Dates from and to (month and year):** |  |
| **Reason for leaving:** |  |

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| **Employer:** |  |
| **Position held:** |  |
| **Dates from and to (month and year):** |  |
| **Reason for leaving:** |  |

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| **Employer:** |  |
| **Position held:** |  |
| **Dates from and to (month and year):** |  |
| **Reason for leaving:** |  |

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| **Employer:** |  |
| **Position held:** |  |
| **Dates from and to (month and year):** |  |
| **Reason for leaving:** |  |

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| **Employer:** |  |
| **Position held:** |  |
| **Dates from and to (month and year):** |  |
| **Reason for leaving:** |  |
| Information for sifting and shortlisting purposes  The following section asks you to outline your experience in relation to the essential criteria and desirable criteria as specified in the Guide for Applicants.  To demonstrate how you meet each of the criteria, please provide examples. | | |
| **Essential criteria 1**  **The qualifications required for the post are to have successfully completed the final professional examinations and to be a full and current member of one of the following bodies detailed below:**   * **Chartered Institute of Public Finance and Accountancy;** * **One of the Institutes of Chartered Accountants (CAI, ICAEW, ICAS etc.);** * **Association of Chartered Certified Accountants;** * **Chartered Institute of Management Accountants;** * **Institute of Certified Public Accountants in Ireland; OR** * **equivalent international accountancy qualification.**   (Complete in **font: Arial 12**, do not expand beyond one page) | | |
| Information for sifting and shortlisting purposes | | |
| **Essential criteria 2**  **Please provide an example(s) that demonstrates at least two years’ post qualification experience working in an accounting / finance role to include: preparation of annual or multi-year budget forecasts;** **production of annual statutory accounts in accordance with financial reporting standards, auditing standards and methodologies; and production of monthly management accounts and reporting, showing budget, expenditure and variances to budget holders.**  (Complete in **font: Arial 12**, do not expand beyond one page) | | |
| Information for sifting and shortlisting purposes | | |
| **Essential criteria 3**  **Please provide an example(s) that demonstrates your proven experience of at least one years’ experience of coordinating and overseeing the work of others.**  (Complete in **font: Arial 12**, do not expand beyond onepage) | | |
| Information for sifting and shortlisting purposes | | |
| **Essential criteria 4**  **Please provide an example(s) that demonstrates your proven experience of working with computerised finance systems and the use of other computer packages, such as Excel to analyse and evaluate financial data and create efficiencies.**  (Complete in **font: Arial 12**, do not expand beyond onepage) | | |
| Information for sifting and shortlisting purposes | | |
| **Essential criteria 5**  **Please provide an example(s) that demonstrates your experience of building and maintaining constructive and collaborative relationships with a diverse range of stakeholders, both internal and external, to successfully deliver organisational objectives.**  (Complete in **font: Arial 12**, do not expand beyond onepage) | | |
| Information for sifting and shortlisting purposes | | |
| **Essential criteria 6**  **Please provide an example(s) that demonstrates your understanding of and commitment to workplace values that align to those of the Utility Regulator. (Our mission, vision and values can be found on page 4 of our Guide for Applicants.)**  (Complete in **font: Arial 12**, do not expand beyond half a page) | | |
| **Desirable criteria 1**  **Please provide an example(s) that demonstrates your proven financial accounting experience within a central government context.**  (Complete in **font: Arial 12**, do not expand beyond half a page) | | |
| **Desirable criteria 2**  **Please provide an example(s) that demonstrates your corporate governance experience, which includes supporting the development and maintenance of the Risk Management Strategy and processes across an organisation.**  (Complete in **font: Arial 12**, do not expand beyond half a page) | | |