# Lively Minds Ghana application form – Finance and Administration Manager

internal reference: for HR use

Please your completed application form **by the deadline stated in the advert**, to: jobs@livelyminds.org **CVs will not be accepted.**

**Please ensure you have read the Job Description** forthe role you are applying for, available on our website.

If you require any reasonable adjustments as part of the recruitment process, please let us know in the interview section of this application form.

|  |  |
| --- | --- |
| Post applied for  | Click here to enter text. |
| Where did you see this advertised?  | Click here to enter text. |

## Personal details

|  |  |
| --- | --- |
| **Title** | Click here to enter text. |
| **Surname** | Click here to enter text. |
| **First name** | Click here to enter text. |
| **Name you wish to be known by** (if different from above) | Click here to enter text. |
| **Address** |  |

## Contact details

|  |  |
| --- | --- |
| **Telephone (mobile)** | Click here to enter text. |
| **Email** | Click here to enter text. |

## Knowledge, skills, experience, and additional information

Please refer to **the job description and person specification** and answer the following questions.

1. What experience have you had of leading and managing teams? Please give specific examples**.**

|  |
| --- |
|  |

1. What experience have you had in leading a finance and administration function? Please give specific examples of responsibilities held.

|  |
| --- |
|  |

1. What experience have you had of implementing and maintaining financial controls? Please give specific examples.

|  |
| --- |
|  |

1. What experience have you had in managing donor fnded programmes and/or programmes operated through the Government of Ghana? Please give specific examples.

|  |
| --- |
|  |

1. What experience have you had in managing local and national government relations? Please give specific examples.

|  |
| --- |
|  |

1. What experience have you had of inputting into programme and/or country strategy? Please give specific examples.

|  |
| --- |
|  |

1. Please explain why you are applying for the job.

|  |
| --- |
|  |

1. Please describe any other relevant experience, skills or knowledge.

|  |
| --- |
|  |

## Employment history

Start with your present or most recent employer. Briefly describe your duties and responsibilities. Please include details of any voluntary work which may be relevant.

### Current position

|  |  |
| --- | --- |
| **Date from** | Click here to enter a date. |
| **Date to** | Click here to enter a date. |
| **Name and address of organisation. If not obvious, please state briefly the organisation’s purpose** |  |
| **Job title and brief outline of duties** |  |
| **Reason for leaving** |  |
| **Notice required** |  |

### Previous employment

|  |  |
| --- | --- |
| **Date from** | Click here to enter a date. |
| **Date to** | Click here to enter a date. |
| **Name and address of organisation** |  |
| **Job title and brief outline of duties** |  |
| **Reason for leaving**  |  |

|  |  |
| --- | --- |
| **Date from** | Click here to enter a date. |
| **Date to** | Click here to enter a date. |
| **Name and address of organisation** |  |
| **Job title and brief outline of duties** |  |
| **Reason for leaving** |  |

|  |  |
| --- | --- |
|  **Date from** | Click here to enter a date. |
| **Date to** | Click here to enter a date. |
| **Name and address of organisation** |  |
| **Job title and brief outline of duties** |  |
| **Reason for leaving** |  |

## Education

Please list your formal educational qualifications (most recent first).

|  |  |  |  |
| --- | --- | --- | --- |
| Level of education | Course title/subjects taken | Grades obtained | Date achieved |
| Level of education | Course title/subjects taken | Grades obtained | Date achieved |
| Level of education | Course title/subjects taken | Grades obtained | Date achieved |
| Level of education | Course title/subjects taken | Grades obtained | Date achieved |

### Professional training/Other relevant training

Please tell us about any training you have received or are currently undertaking which you feel may be relevant to this post.

|  |
| --- |
|  |

### Language skills

Please list any language skills that you have which you feel may be relevant to this post.

|  |  |  |  |
| --- | --- | --- | --- |
| Language | Basic  | Intermediate | Fluent |
|  | **☐** | **☐** | **☐** |
|  | **☐** | **☐** | **☐** |
|  | **☐** | **☐** | **☐** |
|  | **☐** | **☐** | **☐** |

## Declaration of right to work in Ghana

**Please note that we require all applicants to have the appropriate right to work in Ghana**

**☐** By ticking this box, I declare that I have the right to work in Ghana

I am aware that if an offer of employment is made to me, this will be subject to my providing proof of the right to work in Ghana.

## Interview

Please give us any dates you will **not** be available for interview. If you are shortlisted for interview, we will try to accommodate your availability, but this may not always be possible.

If you require any adjustments as part of the assessment or interview process please let us know below.

Click here to enter text.

## References

Employment at Lively Minds is offered to subject to receipt of satisfactory written references. Please give details of two referees. One of these should be your current line manager. These should not include relatives or personal friends.

*We will not take up references without your permission, or before interview.*

### First referee

|  |  |
| --- | --- |
| Name | Click here to enter text. |
| Relationship | Click here to enter text. |
| Position | Click here to enter text. |
| Organisation | Click here to enter text. |
| Telephone  | Click here to enter text. |
| Email | Click here to enter text. |

### Second referee

|  |  |
| --- | --- |
| Name | Click here to enter text. |
| Relationship | Click here to enter text. |
| Position | Click here to enter text. |
| Organisation | Click here to enter text. |
| Telephone  | Click here to enter text. |
| Email  | Click here to enter text. |

## Declaration

I certify that the information given on parts one and two of the application form is correct to the best of my knowledge.

The provision of false information in an application form may be grounds for disqualification or, if appointed, dismissal.

**Signed**

Click here to enter text.

**Date**

Click here to enter a date.

Lively Minds is fully committed to equity, diversity and inclusion in our sector. We want this to be reflected in the diversity of the people who work for us and we welcome applications from people from all backgrounds and identities.

*Lively Minds operates a strict Child & Vulnerable Adult Protection Policy and the post-holder will be required to demonstrate their suitability for this role though background checks.*

*Please note that due to resource constraints, we will only respond to shortlisted candidates. Short-listed candidate will be contacted to proceed on next steps in the application process, which includes assessment followed by two rounds of interviews.*

**Lively Minds | Ghana registered NGO: DSW 6759. Find out more at** [**www.livelyminds.org**](http://www.livelyminds.org)