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| LGBTfoundationPosition Applied For: |  LGBT Foundation **Application Form - Part 2**Deputy Director – Finance  |

Please complete all sections of the form in black ink or type directly into the boxes (the boxes will expand as you type into them). Application forms that are not completed in full will be automatically rejected. CV’s will not be accepted.

Applications should be returned to:

* EMAIL: recruitment@lgbt.foundation

The closing date for return of completed applications, including a completed equal opportunities monitoring form (available from [www.lgbt.foundation/jobs](http://www.lgbt.foundation/jobs)) if one is not included in your application pack): 9am on Monday 4th October 2021.

A shortlisting task will be sent to shortlisted candidates on Tuesday, 5th October 2021 – you will have 24hrs in which to complete this – (then notified of the outcome on 7th October 2021)

Final interviews will take place on Monday, 11th October 2021 in person in Manchester.

The lawful condition for processing this data under GDPR is ‘fulfilment of contract’.

LGBT Foundation will use this information to shortlist during and as part of the application process.

If successful, we will add you to payroll and to our pension provider, as well as our own internal HR system. We will not share this information with anyone else for any other purposes. We use authorised third parties to help us process our data who are also GDPR compliant.

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# Current Experience

Please complete this section, listing details of your current employer and the duties you perform in your current role.

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| --- | --- |
| **Current Employer** |  |
| **Employer’s Address** |  |
| **Position Held** |  |
| **Date Employed** |  |
| **Duties and Responsibilities**  |  |
| **Reason for leaving** |  |

# Previous employment

Please include paid or unpaid work and account for any gaps. If you need more space, please continue on a separate sheet clearly stating the section of the form, your name and the position you are applying for.

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| **Name & Address of Organisation** | **Dates** | **Brief description of duties and responsibilities (including reason for leaving)** |
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# Experience, skills, abilities and knowledge

The first stage of the application is answering 4 questions based upon the organisation’s values and your knowledge.

You can choose to answer these using video OR audio format submissions (nothing fancy, just using your phone is fine). If you have a particular reason as to why you cannot submit in this format and would prefer to use a written response, please type your response using 400 words or less per question onto a separate page at the end of this application.

Video/Audio file(s )can be attached to the main email OR if the files are too big we suggest using a file transfer linking service such as [WeTransfer](https://wetransfer.com/) and email BOTH submissions together to recruitment@lgbt.foundation using the same email that you sent this application from. You can answer all the questions in one file if you wish at a total maximum length of 9 minutes.

Add “Deputy Director - Finance – *Your Name”* to the message

Click [here](https://www.youtube.com/watch?v=gmzMsSCKj4E&t=6s) on how to use WeTransfer.

1. Do you have a CCAB Qualification or AAT Qualification, and experience of using accountancy software?

Yes? ☐

No? ☐

If Yes – Please give (brief) details of the qualification(s)/software

1. What relatable experience do you have that would enable you to lead the finance function at LGBT Foundation whilst ensuring integrity is maintained throughout?

Submission Type (choose 1) – 3 minutes or less

☐ Video (File Name Q2) ☐ Audio (File Name Q2)

1. Drawing on your previous experience where appropriate, how do you balance strategic decision-making with leading the ‘day to day’ running of finance?

Submission Type (choose 1) – 3 minutes or less

[ ]  Video (File Name Q3) [ ]  Audio (File Name Q3)

1. Referring back to your job history where appropriate, explain how you effectively convey complex financial information across an organisation to ensure transparency?

Submission Type (choose 1) – 3 minutes or less

[ ]  Video (File Name Q4) [ ]  Audio (File Name Q4)

LGBT Foundation is part of the Disability Confident scheme and is an Investors in People accredited organisation. If you prove to us that you meet all of our essential criteria, you will be guaranteed an interview.



Do you consider yourself to be disabled?

**Yes No**

If yes, please note here any arrangements which would need to be made if you are called for interview.