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## APPLICATION FORM

To submit your application – please read instructions at the end of the application form.

Please note: Reprieve does not ask for some specific details (for example the university/school you attended) to promote a fair recruitment process. Please read all questions carefully, and only provide the information asked for.

|  |  |
| --- | --- |
| **Name:** |  |
| **Role applied for:** |  |

## Employment or volunteering history – in chronological order with the most recent first.

|  |  |  |
| --- | --- | --- |
| **Dates to and from** | **Employer / Organisation** | **Job title and main duties/responsibilities** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**HOW YOU FULFIL THE KEY CRITERIA**

**Please answer each section with no more than 100 words.**

**Please give examples on how you think you satisfy**

**each of the ESSENTIAL CRITERIA below in turn:**

|  |
| --- |
| * Brilliant organiser – of yourself and others |
|  |
| * Excellent written and communication skills |
|  |
| * Experience of accounts payable, bank reconciliation and month end |
|  |
| * Excellent Excel and IT skills |
|  |
| * Experience in being the first point of contact for the finance team, able to efficiently communicate with internal and external stakeholders in relation to accounts payable. |
|  |

**DESIRABLE CRITERIA**

Please say if and how you meet any of the desirable criteria below (in no more than 300 words), giving examples where possible, including any transferable skills relevant to the post you are applying for.

|  |
| --- |
|  |

**If a qualification is required for a role, it is Reprieve’s policy to verify the qualifications of the successful applicant. You may be asked for your consent for these checks at a later stage in the process.**

## STATEMENT IN SUPPORT OF APPLICATION

Please provide any further, relevant information in support of your application (maximum 500 words)

***TO COMPLETE YOUR APPLICATION:***

Once you have completed all sections of the application form, please upload it here: [**https://hr.breathehr.com/v/finance-officer-38768**](https://hr.breathehr.com/v/finance-officer-38768)

and complete this online form:

[**https://forms.office.com/e/y4Tx8mTb7w**](https://forms.office.com/e/y4Tx8mTb7w)

All applications must be received by 23:59 GMT on 12 January 2025.

Please note that cover letters, CVs and other documents cannot be considered for this role and should not be submitted.