



Recruitment Opportunity

**Ref: AFBI Director of Finance and Corporate
Affairs Division 01/17**

Agri-Food and Biosciences Institute
Northern Ireland (AFBI)

Applicants must complete the application form in legible, block capitals using black ink.

Closing date for applications:

12 Noon (UK Time) on Friday 17 February 2017

PART 1: PERSONAL DETAILS

Title

Forename

Middle Name(s)

Surname

Former Surname(s)

Address

Postcode

National Insurance No.

Town of Birth

Country of Birth

Please provide details of where you can be contacted during working hours:

Email address

Mobile

Telephone

PART 2: EMPLOYMENT HISTORY

Only the information provided by you in Part 2 and Part 3 will be provided to the selection panel who will determine your suitability to progress to the next stage.

Employment History (Start with present/most recent employer)

Detail all your employment/self-employment (and unemployment). If you were employed by the Northern Ireland Civil Service or Northern Ireland Office during this period, give details of the employing Department and whether temporary, fixed-term or permanent.

DATES Month/ Year	NAME & ADDRESS OF EMPLOYER	JOB TITLE
From		
To		
From		
To		
From		
To		
From		
To		
From		
To		

PART 3: ELIGIBILITY AND SHORTLISTING CRITERIA

Applicants must by the closing date provide evidence in their application form which demonstrates that they satisfy the following essential criteria.

Have successfully completed the professional examinations, and be a full, current member, of at least one of the bodies listed under Criterion 1 of the candidate information booklet.

When stating your membership, you must provide the following details: professional body of which you are a member; type of current membership; membership number; date of acceptance into membership; date of expiry of current membership.

Note: This section is limited to 3000 characters, including spaces.

AND

2. Have at least 5 years' post-qualification* practical experience, gained within the last 10 years' (from the closing date of applications) in each of the following areas.

* See the candidate information booklet for further information.

2a. Effective financial leadership and management in a large and complex public, private or voluntary sector organisation;

Applicants must provide specific details of their roles and responsibilities and show how their experience equates to 5 years' experience within the last 10 years' i.e. you must provide specific dates (month and year) including dates

Note: This section is limited to 3000 characters, including spaces.

AND

2b. Successful preparation of financial statements in accordance with UK Generally Accepted Accounting Procedures (GAAP) or International Financial Reporting Standards (IFRS);

Applicants must provide specific details of their roles and responsibilities and show how their experience equates to 5 years' experience within the last 10 years' i.e. you must provide specific dates (month and year) including dates from and dates to.

Note: This section is limited to 3000 characters, including spaces.

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AND

2c. Development and use of management accounting, financial accounting and costing reporting systems;

Applicants must provide specific details of their roles and responsibilities and show how their experience equates to 5 years' experience within the last 10 years' i.e. you must provide specific dates (month and year) including dates from and dates to.

Note: This section is limited to 3000 characters, including spaces.

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AND

3. At least 5 years' senior management experience, gained within the last 10 years', of successfully leading, managing and delivering substantial, complex and multi-dimensional programmes of work or projects against demanding deadlines in a large and complex public, private or voluntary sector organisation.

Applicants must provide specific details of their roles and responsibilities and show how their experience equates to 5 years' experience within the last 10 years' i.e. you must provide specific dates (month and year) including dates from and dates to.

Note: This section is limited to 3000 characters, including spaces.

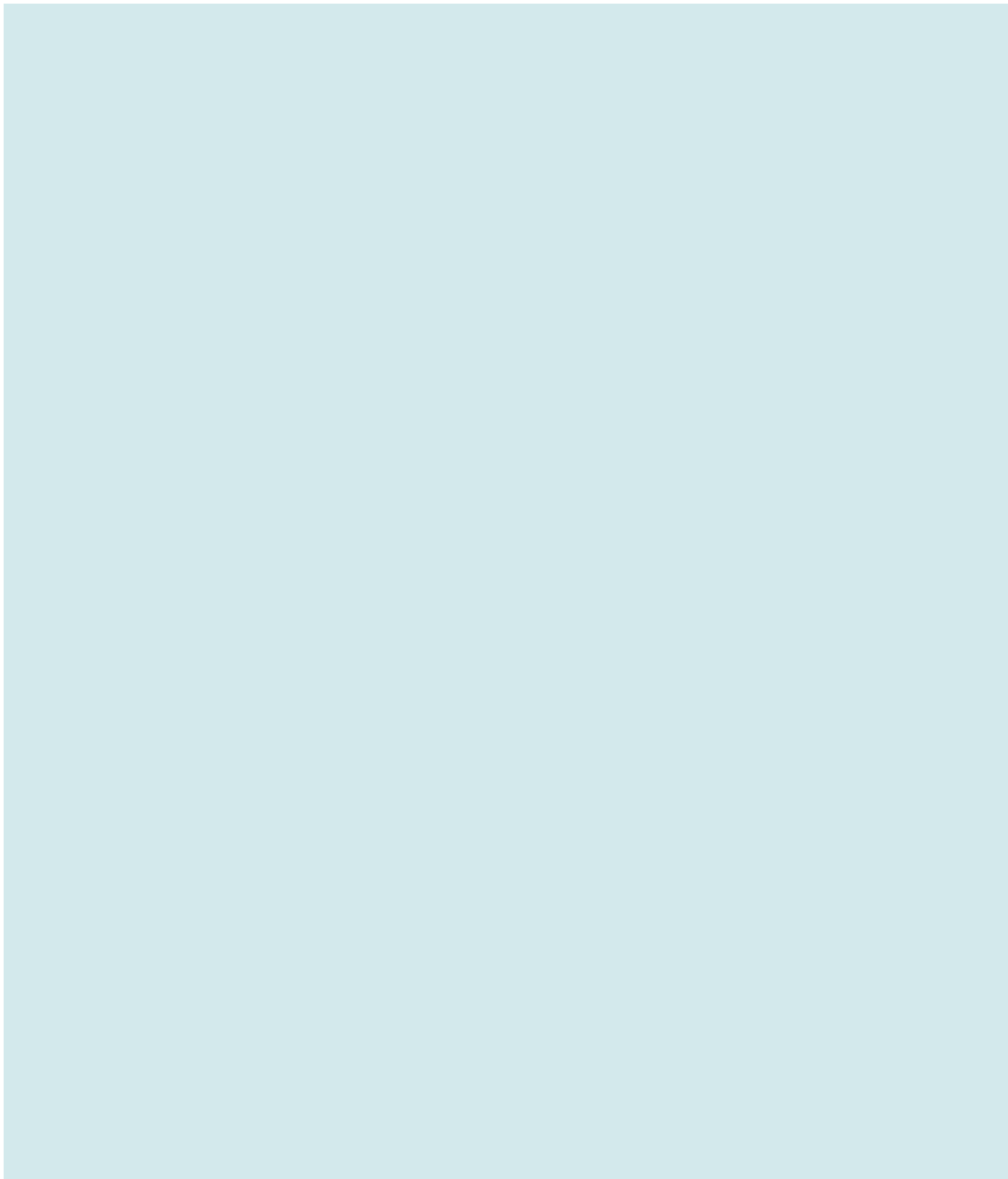
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AND

4. Evidence of successfully leading a programme of change management at a senior management level in a large complex public, private or voluntary sector organisation, whilst maintaining efficient services;

Please demonstrate how you meet the above eligibility criterion in the box below. You must provide details of your roles and responsibilities and using relevant examples clearly demonstrating how you meet the required experience.

Note: This section is limited to 3000 characters, including spaces.

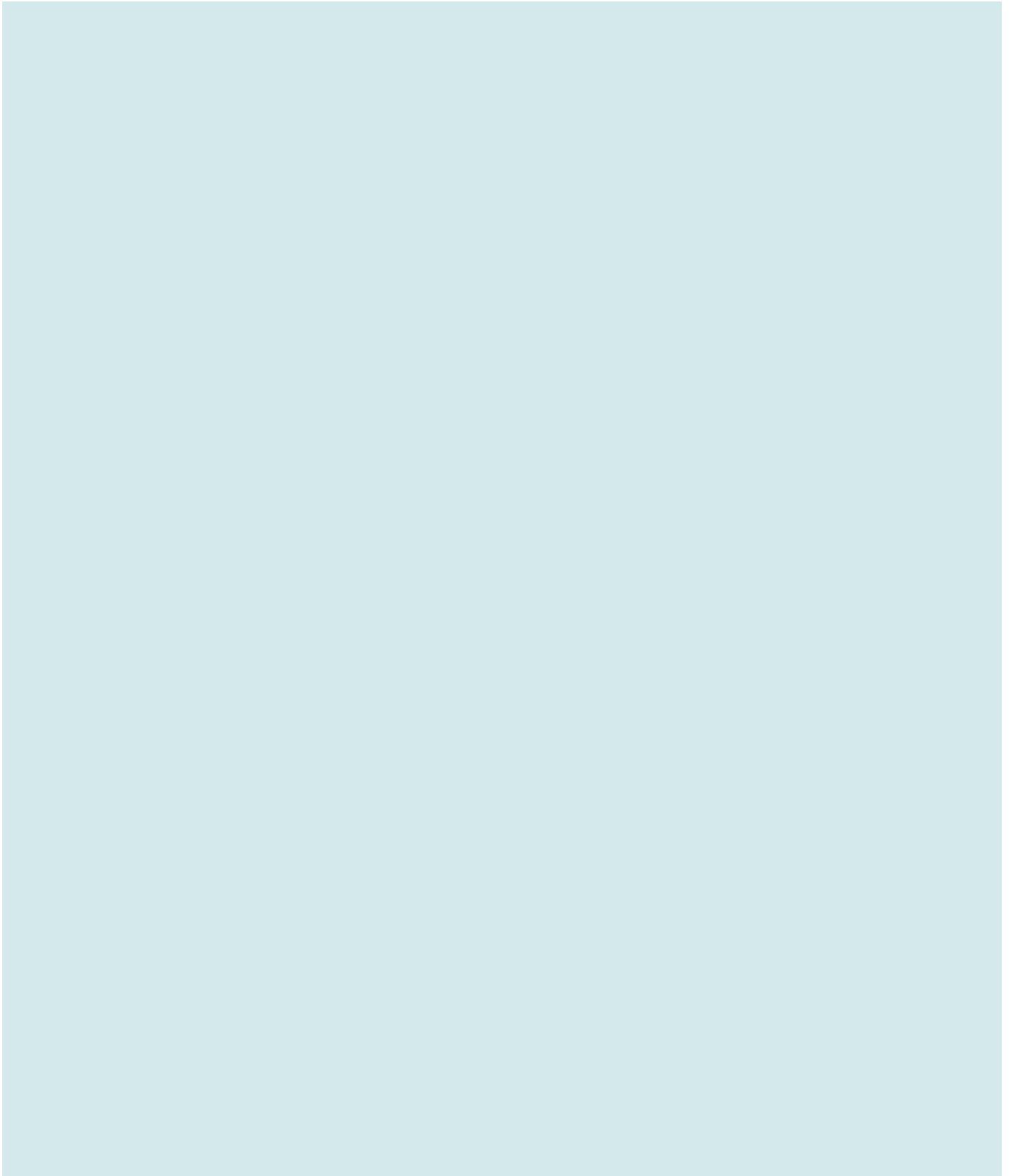


AND

5. Evidence of successful corporate planning in a large complex organisation in the public, private or voluntary sectors.

Please demonstrate how you meet the above eligibility criterion in the box below. You must provide details of your roles and responsibilities and using relevant examples clearly demonstrating how you meet the required experience.

Note: This section is limited to 3000 characters, including spaces.

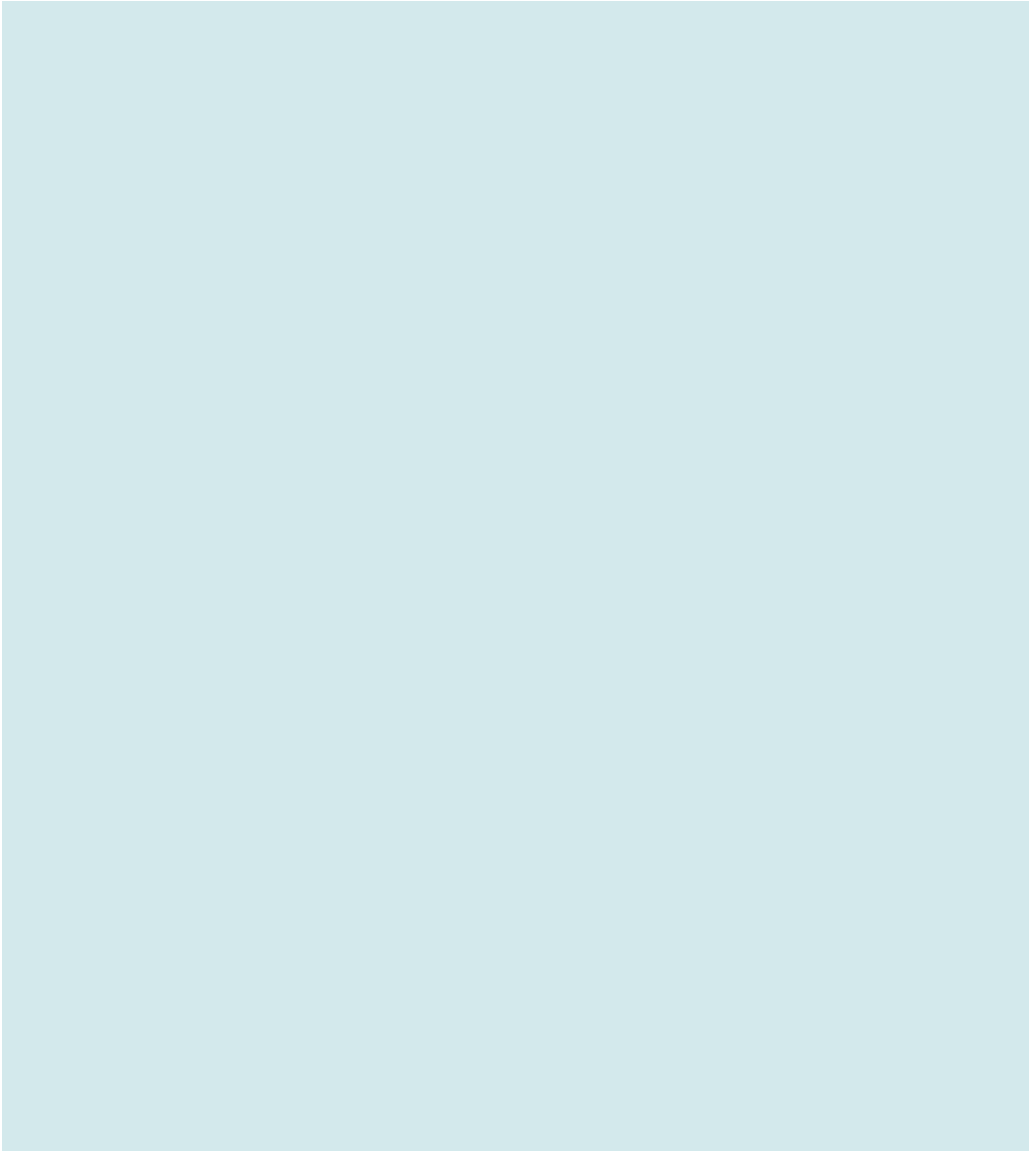


In addition applicants should be aware that after an eligibility sift, should it be necessary to shortlist candidates to go forward to interview, the following shortlisting criterion will be applied in order.

The strength and breadth of evidence provided in response to eligibility criterion 3 (above), taking into account the evidence of successfully leading, managing and delivering programmes of work or projects and the scale of the projects/budgets involved.

Please demonstrate how you meet the above eligibility criterion in the box below. You must provide details of your roles and responsibilities and using relevant examples clearly demonstrating how you meet the required experience.

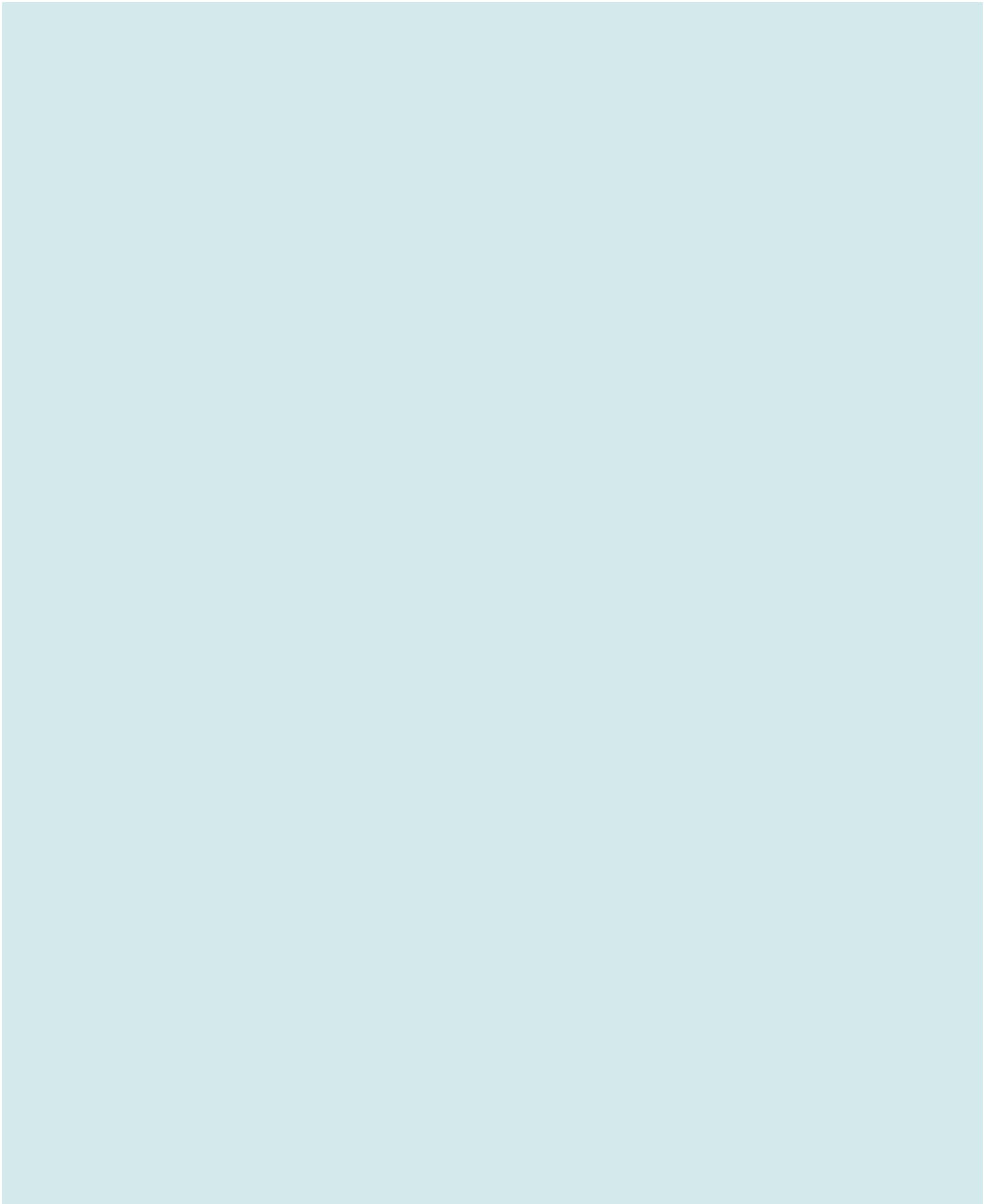
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2.The strength and breadth of evidence provided in response to eligibility criterion 4 (above), taking into account evidence of the significance of the challenge and the successful outcomes.

Please demonstrate how you meet the above eligibility criterion in the box below. You must provide details of your roles and responsibilities and using relevant examples clearly demonstrating how you meet the required experience.

Note: This section is limited to 3000 characters, including spaces.



PART 4: FURTHER INFORMATION

Test / Interview / Offer of appointment adjustment requirements

As an Equal Opportunity Employer we wish to ensure that all applicants have the opportunity to perform to the best of their ability in either a test or interview situation. We also wish to be able to consider any reasonable adjustments you may require should you be offered an appointment.

Please let us know if you require any reasonable adjustments, or arrangements to enable you to attend for test/interview or take up an offer of appointment. We will only advise test administrators or selection panel of adjustments they NEED to know about in managing test or interviews.

Other Information

If appointed, how much notice would you require before taking up appointment? (Mark box with an 'x')

- Available Immediately
- 1 Week
- 2 Weeks
- One Month
- Over 1 Month

How did you learn of the post? (Mark box with an 'x')

- NI Jobs
- NI Job Finder
- LinkedIn
- Newsletter
- Belfast Telegraph
- Irish News

Other (please state below)

NICS Employment History

If you have ever been employed in the Northern Ireland Civil Service / Northern Ireland Office in any capacity or on secondment or through an employment agency, you must provide the following information:

Are you currently, or have you ever been employed by the NICS?

If you answered "Yes" to the above question, please complete the remainder of this page, otherwise please move on to Part 5.

If you are or have been employed by NICS, please provide your NICS payroll number.

Name of current / last employing Department.

Secondment from or Employment Agency:
(if applicable)

Have you ever received a written warning? If so, please give the date of issue:

Have you ever received a final written warning? If so, please give the date of issue:

Have you ever been dismissed from a NICS post? If so, please give the date of issue:

PART 5: DECLARATION

- I have read and understood the information provided in the Candidate Information Booklet.
- I undertake to inform AFBI HR in writing of any change in my circumstances which may occur between the date of my application and any possible date of appointment.
- The responses detailed in this application form are true and accurate to the best of my knowledge and belief. I understand that if I am found to have suppressed any material fact or to have given false answers I will be liable to disqualification or, if appointed will face disciplinary action which may include dismissal.
- I confirm I am aged 16 or over.
- I agree that AFBI HR may store and then dispose of my Access NI disclosure certificate, by secure means, after a decision on my application has been made.

Signed:

Date:



PART 6: INSTRUCTIONS FOR SUBMISSION

Completed applications must be submitted to:

Philip White, AFBI HR, Workforce Planning, Newforge Lane, Belfast BT9 5PX
or email to: recruitment@afbini.gov.uk

Your application must be received no later than:
12 Noon (UK time) on Friday 17th February 2017.

Applications received after the due date will be excluded from the competition.

PLEASE COMPLETE THE EQUAL OPPORTUNITIES MONITORING FORM.

FAILURE TO COMPLETE AND RETURN IT WILL RESULT IN DISQUALIFICATION