



Regional  
Trauma  
Network



**VSS**  
Victims & Survivors Service



**PEACEPLUS**  
Northern Ireland - Ireland  
Co-funded by the  
European Union UK Government

**bacp**  
collective mark

**Accredited  
Service**

## SEFF Application Form

### Finance Administrator (PT)

**February 2026**

**This form is accompanied by:**

CV ☐ (with full details of qualifications and previous work experience)

Recruitment Equal Opportunities Monitoring Form ☐ (please submit in a separate sealed envelope)

#### SECTION 1 of 11: Personal details

<b>Surname:</b>	<b>Forename(s):</b>
<b>Address:</b>	<b>Telephone number:</b>
	<b>Mobile number:</b>
	<b>Email address:</b>

#### SECTION 2 of 11: Declaration

To the best of my knowledge and belief the information given in this form is correct. I understand that if I am appointed and this information is inaccurate, I am liable for dismissal.

<b>Signature:</b>	<b>Date:</b>
-------------------	--------------

**Please tell us where you heard about this vacancy:**

- ☐ Internet      ☐ Other (please specify)      ☐ Recruitment Website  
☐ Newspaper .....

### SECTION 3 of 11: Abilities and experiences

Having familiarised yourself with the job description and person specification for this role, please give details of your qualifications/experience

1. Demonstrate that you have 2+ years of practical experience in financial management (citing relevant professional qualifications where appropriate).

Please provide demonstrated experience in; budgeting, cash flow management, project reporting, claim submission, and all balance sheet and profit/ loss accounting, using cloud-based accounting software such as Xero to track financial transactions accurately.

For candidates who need to evidence 5 years of experience as per the JD for the role- please do so here).

**2. Explain your proficiency and experience in the processing of payroll to a diverse workforce, ensuring compliance with statutory regulations, and company policies, and ensuring the accurate maintenance of employee records, deductions, and addressing payroll queries across the workforce.**

**3. Please provide us with evidence of your experience in implementing the appropriate financial procedures, controls and structures for the safe and effective economic management of public funds.**

**4. Please provide us with examples of where you have prepared monthly, quarterly, and annual financial returns to a funding body, with evidence of working to external deadlines, to submit claims for verification within required timeframes.**

**5. Please give us some examples of your experience in procurement, working to internal policies, and also funding body procurement rules, to ensure value for money is embedded across the organisation.**

**6. Please give examples of your experience in working through financial audits, both internal and external.**

**7. Please provide us with evidence of your experience in month-end closure, to include reconciliation of control accounts and compilation of month end management accounts.**

**8. Provide details of previous experience you have in working with non-financial departments within an organisation to provide finance support and analysis.**

#### SECTION 4 of 11: Entitlement to work in the UK

In order to comply with the Asylum and Immigrations Act 1996 we are required to ask you to verify your entitlement to work in the UK

Are you legally entitled to work in the UK? ☐ yes ☐ no

Do you need a visa or work permit to work in the UK? ☐ yes ☐ no

If Yes please give details including expiry date and any restrictions:

#### SECTION 5 of 11: Criminal convictions

Have you ever been convicted of a criminal offence? (*Declaration subject to the Rehabilitation of Offenders Act 1974*) ☐ yes ☐ no

If yes please give details:

#### SECTION 6 of 11: Current salary

Please state your current or most recent salary:

#### SECTION 7 of 11: References

Please provide below your two most recent employment details. References will only be collected for successful applicants.

Reference 1	Reference 2
Employment dates:	Employment dates:
Company name:	Company name:
Company full address:	Company full address:
Telephone number:	Telephone number:
Email address:	Email address:
Contact name:	Contact name:
Contact job title:	Contact job title:

## SECTION 8 of 11 Protecting Children and Vulnerable Adults .

The following information may be required if the post you are applying for has a requirement for a ACCESS N.I check

### Enhanced Checks only

Are you aware of any police enquires undertaken following allegations made against you, which may have a bearing on your suitability for this post?

Yes

☐

No

☐

## SECTION 9 of 11 Disability Discrimination Act .

This Act protects people with disabilities from unlawful discrimination. We actively encourage applications from people with disabilities. The Disability Discrimination Act defines a disabled person as someone who has a physical or mental impairment which has substantial and adverse long term effect on his or her ability to carry out normal day to day activities.

Do you have a disability which is relevant to your application? Yes

☐

No

☐

If yes, please give details:

We will try to provide access, equipment or other practical support to ensure that people with disabilities can compete on equal terms with non-disabled people.

Do we need to make any specific arrangements in order for you to attend the interview?

Yes

☐

No

☐

If yes, please give details:

## Section 10 of 11 Health .

Successful applicants will be required to complete a detailed medical questionnaire and may be required to attend a medical examination prior to being appointed.

Number of day's sickness absence in the last 2 years:

Please state number of occasions in the last 2 years:

## Section 11 of 11 Driving License/Transport .

**Do you hold a full, clean and current Driving License or can you demonstrate an ability to access transport which would enable you to perform the role for which you have applied.**

Yes ☐ No ☐

**Give details if required:** .....

(NB. Candidates who do not return a completed Equal Opportunities Monitoring Form and CV along with the application will not be considered)

Meanwhile, those selected for interview will normally be notified within one week of the closing date. Unfortunately, applicants who do not hear from SEFF must conclude that their application was unsuccessful on this occasion. Thank you for your interest in this post.

**SEFF undertakes that it will treat any personal information (that is data from which you can be identified, such as your name, address, e-mail address etc) that you provide to us, or that we obtain from you, in accordance with the requirements of the Data Protection Act 1998.**

**RETURNING THIS FORM** (Closing date: 1pm on Thursday 5<sup>th</sup> February 2026).

**By email (preferred method) to:** [recruitment@seff.org.uk](mailto:recruitment@seff.org.uk) (please note the application will need to be signed and scanned).

**Please email your Monitoring form separately to:** [monitoring@seff.org.uk](mailto:monitoring@seff.org.uk)

**Or by Hand or Post:**

SEFF Head Office  
101. Main Street  
Lisnaskea  
Co. Fermanagh  
BT92 0JD

Telephone: 028 677 23884