

APPLICATION FORM- Accounts

Please type in black ink.

Personal Details

| | | | |
|----------------------|--|---------------------|--|
| Last name | | First name | |
| Address | | Nationality | |
| Sex | | Tel | |
| Date of birth | | Email | |
| Position applied for | | Date of application | |

Qualifications / Training

Schools, Colleges, University etc.: *If offered a post with WIDO, you may be required to provide evidence of your qualifications*

| Institution | From | To | Qualification/results |
|-------------|------|----|-----------------------|
| | | | |
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| | | | |

Other relevant training or short in-service courses:

| Course | From | To | Details |
|--------|------|----|---------|
| | | | |
| | | | |
| | | | |

Please continue on a separate sheet if necessary)

Employment

Present or most recent employer: (if appropriate). Please do not attach your CV

Name and address of employer

Dates employed

Supervisor's Job Title:

Your Job Title

Summary of duties

Current / most recent salary

Reason for leaving

Notice Required

| | | | |
|-------|--|-----|--|
| | | | |
| From: | | To: | |
| | | | |
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Other employment / experience (most recent first)

Please include experience relevant to this post which you may have gained outside paid employment, including voluntary work

| Employer's name & address | From | To | Position held and duties | Reason for leaving |
|---------------------------|------|----|--------------------------|--------------------|
| | | | | |
| | | | | |
| | | | | |

Further Information

Tell us how your experience, skills, knowledge and qualities make you suitable for appointment to this post

Please indicate your experience and what your actual role was in the following competency areas:

| |
|---|
| COMPETENCY 1). Demonstrated knowledge and Experience giving examples in project transactions implementation including monitoring and evaluation, especially relating to enterprise and value chain development and sustainable agriculture |
| COMPETENCY 2). Demonstrated technical knowledge and experience giving examples in Reconciliation of accounts reports; examination of various financial statements for accuracy, completeness, and conformance to guidelines, assistance in financial analysis; and closure of accounting records. |
| COMPETENCY 3). Demonstrated skills and experience giving examples in Account report preparation and reconciliation, or supervising the performance of this function; development and implementation of control systems for determining costs and the distribution of costs; working with administrators to develop, operate and evaluate accounting systems. |
| COMPETENCY 4). Demonstrated knowledge and skills giving examples in writing quality donor reports and having oversight responsibilities in administrative procedures. |
| COMPETENCY 5). Skills and experience in Demonstrate a proficient in current financial development trends including use of applicable information technology and systems to meet work needs. Eg Tally or Sage or Quick books |
| COMPETENCY 6). Demonstrated knowledge and skills giving examples in administering and ensure compliance with human resources policies and procedures while providing technical supervision, recognition of complex and unique issues and develop resolution |

References (one should be your current or most recent employer)

We do not approach referees before interview, and we obtain your permission prior to contacting them.

| | Referee 1 | Referee 2 |
|---|-----------|-----------|
| Name | | |
| Job Title | | |
| Address | | |
| Post Code | | |
| Telephone no. | | |
| Email address | | |
| Relevant Dates of Employment with Reference | | |

I declare that, to the best of my knowledge, the information on this form is correct

Signed: Date: