**APPLICATION FORM – Finance & Contracts Manager**

**PERSONAL DETAILS**

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| --- | --- | --- | --- | --- |
| **Applicant Name** |  | | | |
| **Your location** |  | | | |
| **Position applied for** |  | | | |
| **How far are you willing to travel** |  | | | |
| **Telephone number** |  | | | |
| **Email address** |  | | | |
| **Drive and have own car** | **YES** | **☐** | **NO** | **☐** |
| **Been in prison or on probation** | **YES** | **☐** | **NO** | **☐** |
| **If you are still on license, when does it end?** |  |  |  |  |
| **Hold a current DBS certificate** | **YES** | **☐** | **NO** | **☐** |

**WHY USER VOICE?**

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| **Why do you want to join User Voice?** |
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| **What is your understanding of the role you are applying for?** |
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| **Why are you leaving your current role?** |
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| **What are your own values?** |
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**OUTLINE YOUR EXPERIENCE OF:**

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| **Commercial operational responsibility** |
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| **Financial planning and forecasting** |
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| **Financial modelling of contract proposals and pricing** |
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| **Monitoring of contracts** |
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| **Oversee management account processes** |
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| **Leading and managing budgeting and forecasting** |
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| **Balance sheet and cash-flow management** |
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**Please note that while experience in these tasks and skills is useful, not having those experiences or having limited experience will not prevent you being successful as this job is an opportunity to learn and upskill as well as contribute. These are an aid to shortlisting and getting to know you.**