# **Lively Minds Application Form – Bookkeeper**

internal reference: for HR use

Please complete the application form **by the deadline stated in the job advertisement for the vacant role** and submit it together with your current CV to [jobs@livelyminds.org](mailto:jobs@livelyminds.org). Kindly make the job title as the subject of your email.

Please ensure to fill all portions of the application form as incomplete application form would be disqualified.

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| Post applied for | Click here to enter text. |
| Location applied for | Click here to enter text. |
| Where did you see this advertised? | Click here to enter text. |

## Personal details

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| **Title** | Click here to enter text. |
| **Surname** | Click here to enter text. |
| **First name** | Click here to enter text. |
| **Name you wish to be known by** (if different from above) | Click here to enter text. |
| **Address** | Click here to enter text. |

## Contact details

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| **Telephone (mobile)** | Click here to enter text. |
| **Email** | Click here to enter text. |

## Knowledge, skills, experience, and additional information

Please answer the following questions:

1. Please explain why financial controls are important to an organisation. Give examples and describe how we can ensure that staff adhere to financial controls.

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* Briefly describe your experience in business transactions processing, preparing

monthly accounts and reconciliations.

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1. Please describe how you work within a team and your experience of working with remote teams and the additional processes and controls required for remote team working.

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1. Please explain why you are applying for the job.

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* Please outline any additional experience, skills, or knowledge relevant to the role

you are applying for.

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