# **Lively Minds Application Form – Finance Admin. & Finance Assistant**

internal reference: for HR use

Please send your completed application form together with current CV to: jobs@livelyminds.org by 30th September 2025. **PLEASE NOTE – DO NOT USE AI TO ANSWER THESE QUESTIONS.**

|  |  |
| --- | --- |
| 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

|  |  |
| --- | --- |
| **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** |  |

## Contact details

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

## Knowledge, skills, experience, and additional information

Please refer to the job description and person specification. Please answer the following questions.

1. Please provide details of your experience in processing and reconciling fiinancial transactions. (Max. 300 words)

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1. Please describe your involment in ensuring that organisations you have worked for have enforced compliance with policies and procedures. (Max. 300 words)

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1. Please explain your practical experience of working in a team – what was your role and how did you contribute to the team? (Max. 300 words)

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1. Share your experience in managing large data and facilitating payment through Mobile money platform. Share key lessons learned. (Max 300 words)

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1. Please explain your motivation for applying for the job. (Max. 300 words)

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1. Please describe any other relevant experience, skills or knowledge. (Max. 300 words)

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## References

Employment at Lively Minds is offered subject to receipt of satisfactory written references. Please give details of two referees. One of these should be your current line manager. These should not include relatives or personal friends. We will not take up references without your permission, or before interview.

### First referee

|  |  |
| --- | --- |
| Name | Click here to enter text. |
| Relationship | Click here to enter text. |
| Position | Click here to enter text. |
| Organisation | Click here to enter text. |
| Telephone  | Click here to enter text. |
| Email | Click here to enter text. |

### Second referee

|  |  |
| --- | --- |
| Name | Click here to enter text. |
| Relationship | Click here to enter text. |
| Position | Click here to enter text. |
| Organisation | Click here to enter text. |
| Telephone  | Click here to enter text. |
| Email  | Click here to enter text. |

## Declaration

**I certify that the information provided on this application form is accurate to the best of my knowledge.**

**The provision of false information in the application form may be grounds for disqualification or, if appointed, dismissal.**

**Signed**

Click here to enter text.

**Date**

Click here to enter a date.

**Find out more about Lively Minds at** [**www.livelyminds.org**](http://www.livelyminds.org)