

## Job Application Form: Financial Controller (Part-Time)

The first stage of recruitment and selection comprises this form with the candidate's CV. No other documentation will be considered and there is no need to submit an accompanying cover letter. If you need more space to fill in your responses to the questions, you are welcome to expand the answer boxes. The total application form should not take up more than three sides of A4 (at 11pt font).

Super-keen applicants may wish to register their interest early, before submitting their application. Please contact [finance.recruit@alicecaroline.co.uk](mailto:finance.recruit@alicecaroline.co.uk) to say "hi, and I'm going to apply", or ask any questions about the role or the company.

To submit your completed application, please enclose your application form and your CV in an email headed "Job application Financial Controller" to [finance.recruit@alicecaroline.co.uk](mailto:finance.recruit@alicecaroline.co.uk) by **9am on September 5<sup>th</sup> 2022**.

We will contact you to confirm your application has been received safely.

If we would like to meet you for an interview, these appointments will be between 19<sup>th</sup> and 20<sup>th</sup> September.

We would like the successful applicant to be able to start training on the job in December 2022, or sooner if possible.

Your name	
Date of application	
Why are you interested in working with us in this role?	
What is something you have worked on that you're especially proud of, why was it useful, and how long did it take?	
What does your ideal work environment look and sound like?	

<p>Do you have experience preparing company or team budgets and leading on their operational integration? Please describe an example of this here.</p>	
<p>What relevant experience do you have managing cashflows and proactively ensuring these are well understood and integral to strategic decision-making?</p>	
<p>Please detail the accounting software packages of which you have relevant experience, and your personal opinion of their merits and pitfalls.</p>	
<p>Briefly tell us about a work situation where you noticed things were not working efficiently, so you created, co-ordinated and implemented a vision of "better".</p>	

Give yourself a rating out of 5 as to how well you meet each of this job's Person Criteria below.

Scale: 1 = not like me; 5 = very like me. Put an X in the relevant box for each item.

	1	2	3	4	5
<p>Qualified or part-qualified accountant (with extensive experience), i.e. CIMA, ACCA, ACA or similar</p>					
<p>Practical bookkeeping experience with Sage or similar</p>					
<p>Strong commercial experience</p>					
<p>Able to act autonomously and be competent and calm under pressure</p>					
<p>Awareness of emerging operational and financial risks, and the skills to take the initiative to drive change to deal with threats</p>					

	1	2	3	4	5
Tech savviness and willingness to learn quickly and adapt.					
Familiarity with modern team-working technologies including MS 365 Suite of applications					
Excellent written and verbal English language skills; highly effective and understandable communication style, even when explaining difficult things to non-experts					
Excellent spreadsheet skills, to analyse and present accounting data simply to non-accounting colleagues					
Prioritising own work, planning and delegating appropriately to get the right things done					
Experience implementing technology solutions to integrate accounting software with operational ecommerce business					
Awareness/experience of legalese and HR regulations (for instance to review contracts or supplier T&Cs, or interpret HR rules, etc.)					
Ability to be flexible if work demands change					
Accounting experience in an online retail business					
If there is any further information relevant to the job that you would like to tell us, please include it here.					