**APPLICATION FOR FULL-TIME BOOKKEEPER & ADMINISTRATIVE ASSISTANT**

Please return the completed application with a detailed CV by email or post to:

The Centre Administrator,

Wales Veterinary Science Centre,

Y Buarth,

Aberystwyth,

Ceredigion,

SY23 1ND

[admin@wvsc.wales](mailto:admin@wvsc.wales)

**Closing date: 18th October 2021**

**PERSONAL DETAILS**

|  |  |
| --- | --- |
| Name | Click or tap here to enter text. |
| Address | Click or tap here to enter text. |
| Postcode | Click or tap here to enter text. |
| Tel | Click or tap here to enter text. |
| Email | Click or tap here to enter text. |

**RELEVANT TRAINING/EXPERIENCE**

|  |
| --- |
| Click or tap here to enter text. |

**ESSENTIAL SKILLS**

Please provide examples where you have demonstrated each of the following essential skills

| Bookkeeping Experience |
| --- |
| Click or tap here to enter text. |

| Knowledge of accounting software |
| --- |
| Click or tap here to enter text. |

| Good communication skills with excellent telephone manner |
| --- |
| Click or tap here to enter text. |

| Proactive, self-motivated, independent working with excellent organisational skills |
| --- |
| Click or tap here to enter text. |

| Accurate record keeping |
| --- |
| Click or tap here to enter text. |

| Excellent IT skills, particularly word processing, spreadsheets and databases |
| --- |
| Click or tap here to enter text. |

| Ability to work in a close-knit team |
| --- |
| Click or tap here to enter text. |

| Conflict management – dealing with complaints |
| --- |
| Click or tap here to enter text. |

**EVIDENCE OF DESIRABLE SKILLS**

|  |
| --- |
| Click or tap here to enter text. |

**WHAT INTERESTS YOU ABOUT THIS JOB?**

|  |
| --- |
| Click or tap here to enter text. |

**ANY OTHER INFORMATION?**

|  |
| --- |
| Click or tap here to enter text. |

**REFEREES**

*Please provide the details of two individuals who will act as your referees and state the capacity in which they know you. We will only contact them with your knowledge if a job offer is made prior to commencing employment.*

| **Referee 1** | **Referee 2** |
| --- | --- |
| Name | Name |
| Position / Relationship to you | Position / Relationship to you |
| Address | Address |
| Phone number | Phone number |
| Email address | Email address |
| Any other relevant information | Any other relevant information |