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PMF Template 2.1.4.1

UMN Application Form

For the position of Finance Coordinator at UMN Rukum Cluster

VERSION: July 2021

# Personal Information

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| --- | --- | --- | --- | --- | --- |
| Name |  | | | Gender |  |
| Date of birth (AD) (dd/mm/yyyy) |  | Age |  | Marital status |  |
| Nationality |  | | | Permanent address |  |
| Email address |  | | | Postal address (if different) |  |
| Mobile number (if appropriate) |  | | | Telephone |  |

# Qualifications

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Level | Subject | Institution | Date | Results |
| E.g. BA | E.g. Business Studies | E.g. Kathmandu University | E.g. 2003-2006 | E.g. 1st division |
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# Work Experience

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| --- | --- | --- | --- | --- | --- | --- |
| Employer & Location |  | Start Date |  | | End Date |  |
| Job Title |  | Reason for Leaving | |  | | |
| Major Responsibilities | | | | | | |
|  | | | | | | |

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| --- | --- | --- | --- | --- | --- | --- |
| Employer & Location |  | Start Date |  | | End Date |  |
| Job Title |  | Reason for Leaving | |  | | |
| Major Responsibilities | | | | | | |
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|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Employer & Location |  | Start Date |  | | End Date |  |
| Job Title |  | Reason for Leaving | |  | | |
| Major Responsibilities | | | | | | |
|  | | | | | | |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Employer & Location |  | Start Date |  | | End Date |  |
| Job Title |  | Reason for Leaving | |  | | |
| Major Responsibilities | | | | | | |
|  | | | | | | |

# Job Specific Questions

(We strongly encourage you to use your own opinion and words while answering the questions. If your answers are from some other source, please provide the reference)

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| 4.1 | What is Internal Control? Why is internal control important for development organizations? Give some examples of internal control systems. |
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| 4.2 | What do you understand by corruption/fraud and what are the challenges and consequences of corruption/fraud? How do you intend to minimise or address it? |
|  | |
| 4.3 | Define activity-based budgeting and explain the process of preparing a project budget that is to be implemented by NGOs. |
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| 4.4 | What are the challenges for an INGO, in working with local partner organisations to strengthen the financial system? In what way do you expect to contribute towards improving the quality of their financial system? |
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| 4.5 | Explain your understanding of Cash and accruals accounting system. |
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# UMN General Questions

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| 5.1 | Describe a time when you have improved and changed something for the better. | | | |
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| 5.2 | In your current (or most recent) job, how did you share information, skills & knowledge with others? | | | |
|  | | | | |
| 5.3 | Describe a time when you have shown great flexibility in your job and describe the effect you had. | | | |
|  | | | | |
| 5.4 | UMN is a Christian development organisation. What do you understand by this, and why are you attracted to working with this organisation? | | | |
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| 5.5 | Give a specific example from your past work/life of how you have actively worked to promote gender justice. | | | |
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| 5.6 | Choose 2 of the 6 UMN values that you feel to be most important; for each describe a time when you acted in accordance with that value in the workplace. | | | |
|  | UMN values: | | * Integrity * Love and service * Equity and social justice | * Innovation and creativity * Special concern for poor and marginalised people * Care for the environment |
| Value Example 1: | |  | | |
| Value Example 2: | |  | | |

# Language Skills

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| --- | --- | --- | --- |
| Language | | Level of spoken competence | Level of written competence |
|  | | E.g. basic, intermediate, fluent | E.g. basic, intermediate, advanced |
| Nepali | |  |  |
| English | |  |  |
| Other |  |  |  |
|  |  |  |  |

# Computer Skills

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| --- | --- |
| 7.1 | Please describe your level of computer literacy, stating applications of which you are a competent user. |
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# Other Relevant Training/Information

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| 8.1 | Please detail other relevant training or information which you feel may support your application. |
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| 8.2 | Have you ever been accused of or convicted for any criminal offenses and/or any form of sexual harassment, exploitation, or abuse? |
|  | |
| 8.3 | Please state monthly salary of your present job or most recent job (according to specification under 3). |
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| 8.4 | Please state how soon would you be able to start working for UMN if you were offered the post? |
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# Location Mobility

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| --- | --- |
| 9.1 | This job might require regular travel to various locations including our clusters (Bajhang, Doti, Kapilvastu, Mugu, Nawalparasi, Rukum). Please indicate whether you are able to make this commitment. |
|  | |
| 9.2 | Please note below any constraints we should be aware of. |
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# References

Please provide the names of 2 professional people to give references, one of which must be your current work supervisor/employer. UMN will not approach these referees before informing you.

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| Name | Job Title | Organisation | Contact Information |
|  |  |  | Include postal address, email address & phone number if possible |
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# Signatures

(If you email the form, please add your electronic signature. If you don’t have an electronic signature, you can leave this blank)

|  |  |
| --- | --- |
| Signature |  |
| Date |  |
| How/Where did you learn about this vacancy? |  |