### APPLICATION FORM FOR TRAINEE ACCOUNTANT 2019

An Post is an Equal Opportunities Employer. All posts commence September 2019. Closing date for applications is 31st July 2019. All applications to be emailed to [recruitment@anpost.ie](mailto:recruitment@anpost.ie)

**1. POSITIONS APPLIED FOR**

|  |  |
| --- | --- |
| **Job Title:** | **Trainee Accountant** |

**2. PERSONAL DETAILS**

|  |  |  |  |
| --- | --- | --- | --- |
| **Surname:** |  | **First name(s):** |  |
| **Contact phone no:** |  | **Email address:** |  |
| **Contact address:** |  | | |

**3. EDUCATION**

|  |  |  |
| --- | --- | --- |
| **Third level Course and College attended** | **Dates** | **List final year subjects and results;**  **or expected** |
| **College attended:**  **Course:** |  |  |
| **College attended:**  **Course:** |  |  |

1. **LEAVING CERTIFICATE RESULTS**

|  |  |  |
| --- | --- | --- |
| **Please list your subjects below** | **Date** | **Result achieved** |
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|  |  |  |
|  |  |  |
| **Total points achieved** |  |  |

1. **ABOUT YOU**

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| --- |
| **What motivated you to apply for this trainee accountant position (100 words or less)** |
|  |

1. **CURRENT AND PREVIOUS EMPLOYMENT**

|  |  |  |
| --- | --- | --- |
| **Employer, Address** | **Dates** | **Position, Key Responsibilities, highlighting achievements** |
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**7. COMPETENCIES**

These five competencies are important for trainee accountants in An Post. Please provide examples of how you might have demonstrated these competencies (either in your college environment or elsewhere)

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| --- | --- |
| **Competency** | **Evidence** |
| **Customer and Quality Focus**   * The ability to focus on understanding customers’ needs and to respond effectively and efficiently to them (the word ‘customer’ is broadly defined and includes both internal and external customers). * Is determined to offer a quality service to all customers. * Ensures work carried out is of a high standard. |  |
| **Team Work**   * Achieves goals through a team effort. * Works co-operatively with others. * Interacts with others in a manner that builds respect and fosters trust. |  |
| **Building and Maintaining Relationships**   * Builds and maintains relationships with a network of people who may be able to assist. * Recognises the two-way nature of relationships and works to develop mutually beneficial partnerships. * Interacts with others in a manner that builds respect and fosters trust. |  |
| **Problem Solving & Analysis**   * Understanding a situation, issue, problem etc. by breaking it into smaller pieces, or tracing the implications of a situation in a step-by-step way. * It also includes organising the parts of a problem, situation etc., in a systematic way; making systematic comparisons of different features or aspects; setting priorities on a rational basis; and identifying time sequences, causal relationships, or if-then relationships. |  |
| **Attention to Detail**   * Accomplishes tasks through concern for all areas involved, no matter how small, showing concern for all aspects of the job. * Accurately checks processes and tasks. * Maintains watchfulness over a period of time. |  |

**8. REFERENCES**

Please provide the name, address and contact number for two persons whom we can contact for references; ideally one reference should be from your previous employer and one reference should be a character referee who **should not** be related to you. Referees will **not** be contacted until the final stages of the selection process.

|  |  |
| --- | --- |
| **Employment Reference** | **Character Reference** |
| **Name, Address, Contact number** | **Name, Relationship, Address, Contact number** |
| Email address: | Email address: |

**9. RIGHT TO WORK**

You must be legally entitled to reside and to work 37.5 hours per week in this state. Are you an Irish Citizen or a citizen of a member state of the European Economic Area (EEA)? (EEA countries are the European Union member states and Norway, Iceland and Liechtenstein)**.** State **YES** or **NO:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Do you need a work permit and/or visa to live or work in Ireland?State **YES** or **NO: .** If you answered “**No**” then complete the following statement in your own words:*I do not need an employment permit or visa to work and live in Ireland because* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

|  |  |
| --- | --- |
| **Signature of Applicant** |  |
| **Date** |  |

**10. HOW DID YOU HEAR OF THIS POSITION?**

(AnPost.ie/careers, An Post Employee, Grad Ireland, College website, Search Engine, Other, please detail)

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| --- |
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**11. DECLARATION**

I declare that the information contained in this form is true and correct without omission. I understand that this form will be placed on file and I accept that any wilful misinformation or omissions in my application or supporting documentation will render me liable for disqualification from this competition and render me liable to subsequent disciplinary action.

I also acknowledge that I am aware that in entering this competition I may be subject to ability test(s) and/or an occupational personality questionnaire which will be used in strict confidence for the sole purpose of providing information to assist in the selection process and that this information will not be used for any other purpose.

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| --- | --- |
| **Signature of Applicant** |  |
| **Date** |  |

**Job Title: Trainee Accountant**

**Function: Finance**

**What’s the Job?**

As Trainee Accountant you will have the opportunity to work in each of the following areas, covering every aspect of finance in An Post:

**Group Financial Accounting:**

This area is responsible for compiling the An Post statutory financial statements, tax compliance, treasury, payroll, pensions as well as a number of subsidiary accounts.

**Group Management Accounting:**

Responsibility for monthly reporting to the Board, budgeting, forecasting, and compiling the financials for the five year strategic planning process and the completion of the An Post regulatory accounts.

**Mails & Parcels Finance and Retail Finance:**

These areas work closely with the two main business units, having responsibility for revenue reporting and billing, cost control in large operational divisions, new product and capital project financial analysis as well as business unit performance reporting.

**Who are we looking for?**

The Trainee Accountant programme is open to current final year undergraduates and those who graduated in 2017 and 2018, with a minimum 2:2 honours degree. It is also open to Accounts Technicians or those with one year’s recent, relevant work experience and have achieved 365 points in their Leaving Cert from any combination of six subjects in one sitting.

**What to expect?**

This Chartered Accountants Ireland administrated ACA ‘Flexible Route’ qualification programme offers unique learning across our growing e-commerce and financial services businesses, formal training, a mentor programme, supported study leave and work opportunities in a dynamic commercial environment.

**JOIN US ON OUR AMBITIOUS JOURNEY**