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# Non-Executive Board Member - Accountant in Bankruptcy

## Application form

Please complete this application form and return to

**Email:** ce@aib.gov.uk

**Postal address:**

Chief Executive Office

Accountant in Bankruptcy

1 Pennyburn Road

Kilwinning

Ayrshire

KA13 6SA

Completed applications **must be received** on or before Friday 1 November 2024.

Interviews are expected to be held in person in Glasgow around December.

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| **Specialist area: (Double click the box to mark “checked” as appropriate)**[ ]  Creditor organisations engaging with individuals with problem debt – ideally with an in-depth knowledge of Scottish insolvency legislation[ ]  Insolvency services provision[ ]  Accounting and corporate governance with CCAB or equivalent qualification |

Please complete this form electronically, or in **black ink** if handwritten

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| **PERSONAL INFORMATION** |
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| --- | --- | --- | --- |
| **Last Name:**  |       | **Title:**  |       |
| **First Name(s):**  |       |
| (please underline the name you are known by) |

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| **Home Address:**  |       |
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|  |       |
| **Post Code:** |       |
| **Telephone number:**  |       | **Mobile:**  |       |
| **Tel/ No. Business:** |       |  |  |
| **Email:**  |       |
| **Address for Correspondence (if different from above):** |       |
| **Post Code:** |       |
| **Telephone number:** |       |
| **Professional Qualifications** |       |

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## Self-assessment - sustainability

The following section asks you to give examples of where you have demonstrated the skills, knowledge, competencies and criteria required for this appointment. You can draw on both your working or personal life experiences. Please note that job titles etc. on their own will not be taken as evidence of meeting the criteria and the selection panel **will not** make assumptions based on titles alone. For each example you should state:

* In what capacity you acquired the skills and knowledge i.e. what did you do, how did you do it, why did you do it and what was the result?
* How recently you acquired them
* How frequently you applied the skills or knowledge

## Essential criteria

To be considered for appointment you must, as a **minimum** requirement, meet the essential criteria for the role.

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| Specialist knowledge and experience at a strategic level with a background in any of the following sectors:Creditor organisations engaging with individuals with problem debt – ideally with an in-depth knowledge of Scottish insolvency legislation; orAcademic research into insolvency matters; orAccounting and corporate governance with CCAB or equivalent qualification |
| Response: |

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| Knowledge of business and strategic planning, corporate governance and accountability |
| Response: |

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| Highly developed interpersonal skills including communication, influencing, motivating, negotiating and the ability to provide constructive challenge  |
| Response: |

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| Knowledge of digital development and cyber risk |
| Response: |

**Desirable criteria**

Please include examples of how you meet the desirable criteria listed below.

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| Stakeholder relationship management and corporate communications |
| Response: |

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| Previous or current experience in a non-executive role |
| Response: |

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| Knowledge of Scottish bankruptcy and related legislation |
| Response: |

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| Membership of a relevant professional body  |
| Response: |

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| --- |
| A demonstrated approach and commitment to personal learning and development |
| Response: |

## Current/previous employment

Please summarise your current employment and previous positions which you have held.

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|  Response: |

## Referees

Please provide details of two referees who we can approach about your application for appointment. Please tick this box if would prefer we only contact your referees should you be successful at interview: [ ]

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| --- | --- |
| **Name** |  |
| **Position** |  |
| **Address** |  |
| **Telephone No.** **and/or Email** |  |

|  |  |
| --- | --- |
| **Name** |  |
| **Position** |  |
| **Address** |  |
| **Telephone No.** **and/or Email** |  |

## Conflict of Interest

Please provide details of any possible conflict of interest which might arise either personally, in relation to your employment or in relation to your connections with any individuals or organisations should you be appointed. If you or a close family member have been declared bankrupt, or have been granted a trust deed, or entered into a debt payment programme or other arrangement with creditors, this must be declared in this section. Conflicts of interest are not normally a barrier to appointment as long as they are appropriately managed and/or resolved and this would be explored at interview

Are you aware of any possible conflict of interest?

Y**es**  [ ]  **No**  [ ]

If yes, please detail:

## Declaration

I declare that the information I have given in support of my application is, to the best of my knowledge and belief, true and complete. I understand that if it is subsequently discovered that any statement is false or misleading or that I have withheld relevant information, my application may be disqualified.

I understand that all documentation associated with an appointment round will be held by the Accountant in Bankruptcy for two years following the announcement for audit purposes and to investigate any complaint. I understand that if my application is successful, it will be held for the duration of my appointment.

Under the terms of the Data Protection Act 2018, I agree that the information given in the personal information section of the application form may be processed to provide management information for appointment round monitoring purposes. I understand that my personal details will not be made available publicly unless I am appointed.

Signature       Date