

Date as postmark

Dear Applicant

Re. Finance and Admin Manager

I am very pleased to enclose an application pack for the above post. You will see that this includes:

- a) a job description, person specification, and terms & conditions for the post;
- b) an application form and EOP monitoring form;
- c) our latest annual review.

The closing date for this post is **12 noon on Tuesday 29th July**. The date for the interviews will be on **Tuesday 19th August**.

All those short-listed for interview will be notified as soon as possible after the closing date, but if you have not heard from us by **Monday 11th August**, I regret to say that you will not have been short-listed on this occasion.

Thank you for your interest in this post. If you require any further information about the post please do not hesitate to contact me. I look forward to receiving your completed application.

Yours sincerely,

Alistair Macintosh
Executive Director