



Tolbooth Hall
176 High Street
Dalkeith EH22 1AY

T 0131 454 0757

www.mypas.co.uk
enquiries@mypas.co.uk

2nd October 2020

Dear Applicant,

Finance Officer

Thank you for expressing interest in the above post at MYPAS. We hope that the application pack enclosed with this letter provides you with useful information about the post.

The postholder will handle all accounting processes, including payments, cashbook, bank reconciliation, trial balance and extracting monthly management reports and Accounts. Oversee the office functions of the organisation including Building Management and provide support to the Chief Executive regarding personnel and administrative functions.

Closing date for applications is 12 noon Monday 19th October 2020.

Completed applications should be emailed to enquiries@mypas.co.uk.

Informal enquiries can be made to Dave Evans (MYPAS Chief Executive) on 0131 4540757.

Please note that we do not contact unsuccessful candidates.

Yours faithfully,

Dave Evans
Chief Executive

Promoting the health and well-being of young people in Midlothian

MYPAS is a Company Limited by Guarantee No: 201002, Registered Scottish Charity No: SCO29543

PATRONS: 10th DUKE OF BUCCLEUCH
DONNIE MUNRO