September 2022

Dear candidate,

**Application pack for Finance & Administration Assistant, Salary £22,000 to £23,551 - 35 hours, Permanent + 6% Pension**

Thank you for your request for an application pack for the post of Finance & Administration Assistant at 3D Drumchapel.

Please find enclosed the following:-

* Application Form
* Equal Opportunities Monitoring Form
* Job Description & Person Specification
* Background Information

Please note the closing date for applications is ­­­­Monday 10th October 2022. Applications should be submitted electronically to info@3ddrumchapel.org.uk. If you are successful with your application, you will be invited for interview. If you would like more information about the post beyond what is included in this pack, please contact me at the above email address or phone 0141 944 5740.

Thank you for your interest in this post and I look forward to receiving your application form.

Yours sincerely

Elaine Milmine

Operations Manager