

January 2020

Dear Applicant

Re: Finance Officer – GREAT Project

Thank you for your interest in the above post. Please find enclosed:

- Job Advert
- Job Description & Person Specification
- Application Form
- Equal Opportunities Monitoring Form
- The Asylum & Immigration Act 1996 Questionnaire
- Recruitment Data Privacy Notice

The closing date for applications is **Wednesday 29 January 2020 at 12.00 noon**. Interviews will be held on **Thursday 6 February 2020**. We do not acknowledge receipt of applications but we will write to you at the shortlisting stage.

Please note: This post has been identified as requiring a Basic DBS check.

You can submit your application form electronically via e-mail to recruitment@valonline.org.uk, alternatively you can post your application form to the address at the top of the page (please ensure you apply the correct postage).

Good Luck

Yours sincerely



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