



October 2023

Dear Applicant

RE: Post of Senior Finance and Administration Officer

Thank you for your enquiry in connection with the above position.

Enclosed in the job information pack is a job description with an outline of terms and conditions of service, a person specification, a supplementary information form and an equal opportunities monitoring form. If any of these items are missing from your pack please contact us immediately.

The closing date for receipt of applications is Monday 30 October at 12 noon. Applications received after this deadline will not be accepted.

To apply please submit your CV, the supplementary information form and monitoring information by email to jobs@north-city.co.uk or send this information to NCBC, 2 Duncairn Gardens, Belfast BT15 2GG.

Please also note that shortlisting will be undertaken on the basis of how you meet the essential and desirable criteria to be assessed for shortlisting purposes in the enclosed supplementary information form. You should clearly demonstrate this by reference to examples/evidence how you believe you meet each individual element of the essential and desirable criteria as appropriate for short-listing purposes.

I would like to take this opportunity to thank you for your interest in this position and look forward to receiving your completed application information.

With best wishes

Yours faithfully

A handwritten signature in black ink that reads "D. Murphy".

Dave Murphy
Chief Executive

Encs