



October 2020

Dear Applicant

**RE: Post of Finance and Administration Manager**

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

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

**The closing date for receipt of applications is Monday 16 November 2020 at 12 Noon. Applications received after this deadline will not be accepted.**

Please return your completed application form and monitoring information to NCBC, 2 Duncairn Gardens, **Belfast BT15 2GG** or if you prefer, please email your response to [jobs@north-city.co.uk](mailto:jobs@north-city.co.uk)

Would you please note that we will only accept applications made on the enclosed application form and that CV's will not be considered.

Please also note that shortlisting will be undertaken on the basis of the enclosed person specification. You should therefore address all the criteria listed in the person specification when completing the section "additional information in support of your application" on the application form. The Personnel Specification sets out both the essential criteria and a desirable criterion. You should clearly demonstrate in your application form by reference to examples/evidence how you believe you meet each individual element of the essential criteria and desirable criterion as appropriate.

Please note that interviews for this position will take place on Thursday 3 December 2020.

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

With best wishes

Yours faithfully

A handwritten signature in black ink, appearing to read "D. Murphy".

**Dave Murphy**  
**Chief Executive**

Encs