

Dear Sir / Madam

Re: FINANCE ADMINISTRATOR

Thank you for your interest in the above post.

As requested, please find attached an application pack containing the following:

- Application form
- Equal Opportunities form
- Job Description/Person Specification
- Application Guidance Notes

The closing date for this post is Wednesday 19 May at midday. Interview dates to be confirmed.

You may either return your completed application and equal opportunities form to the address below, or via our recruitment email address: recruitment@mindmonmouthshire.org.uk

If you have any queries please do not hesitate to contact us.

Yours sincerely

T Cooper

Tracey Cooper
Central Services Administrator