**Kincardine & Mearns**

 **Ground Floor**

 **Sheriff Court Building**

 **Dunnottar Avenue**

 **Stonehaven**

 **AB39 2JD**

Date: 08/09/2021

Dear Applicant,

**Post Finance Officer**

Thank you for your enquiry about the above post.

You will find enclosed an application form together with a job description and person specification. There is also some background information about the bureau.

In determining which applicants will be interviewed the Interview Panel will have regard to applicants who best fit the person specification so it is important that you use this as a guide when completing the application form.

In the interest of public safety, the successful applicant for this post will be asked to disclose criminal history information under the Protection of Vulnerable Groups Scheme.

We look forward to receiving your application by the closing date of 22nd September 2021 at 5pm and we would ask that you provide an email address and telephone number where we can contact you day and/or evening.

 Yours sincerely

**Morag Mitchell**

**Interim Chief Officer**

**Kincardine and Mearns Citizens Advice Bureau**

**Notes for applicants:**

• Please provide two referees. **One of your referees should be your present or most recent employer.** If you have not been employed or have been out of employment for a long time, please give the name of someone who knows you sufficiently well to confirm the information you have given and to comment on your ability to do the job. This should not be a relative or a personal friend. Referees will not be approached unless a job offer is to be made.

• The enclosed person specification lists the minimum requirements for this post. When shortlisting for interview the selection panel will consider the information contained in your CV and will assess this against the person specification.

• The selection panel cannot make assumptions about the nature of the work you have done or your experience from a list of job titles. It is therefore important that you demonstrate how you meet the person specification. Paid and voluntary works are not the only experiences worth quoting. Other life experiences and skills may be just as valid.

• If you are shortlisted for interview, the selection panel will ask you questions based on the person specification, which will cover the areas in more detail.