DIOCESE OF SALFORD

Cathedral Centre • 3 Ford Street • Salford M3 6DP • Tel: 0161 817 2222 • dioceseofsalford.org.uk

October 2020

Dear Applicant,

167 – Management Accountant

Thank you for your enquiry regarding the above role. For your information, I enclose the following documents:

- Job description/person specification
- Application Form
- Copy of the advertisement for the post

(If this letter has been generated electronically, the application form will be attached in a format which can be amended for submission).

Please read the above information documents carefully before proceeding with your application.

If you wish to apply for the post, please complete the attached/enclosed application form by the closing date for applications which is **12 noon on Friday 27th November 2020.** Applications should be clearly marked with the post you are applying for and addressed for the attention of the HR Advisor.

If you wish to submit your application form electronically, you will be asked to sign a copy of this in the event that you are requested to attend an interview.

Question 6 of the application form invites you to describe in detail your competencies, skills and experience required for this post. Short-listing is based on how well you demonstrate your ability to meet the essential criteria as outlined in the job description and person specification.

If you are invited to attend an interview you will be required to provide evidence of your professional qualifications and memberships and your eligibility to work in the UK.

We welcome applications from those with disabilities. Should you require any reasonable adjustments to be made in the event that you are invited for interview you will be invited to notify us of these if you are short-listed for the post.

Should you have any further questions about this post please do not hesitate to contact me.

Yours sincerely,
Emma Shalliker

Emma Shalliker
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