



**The Queen's Award  
for Voluntary Service**

*The MBE for volunteer groups*



Units E1-8 & A36  
New Smithfield Market  
Manchester, M11 2WJ  
Tel: 0161 223 8200  
emergemanchester.co.uk

16<sup>th</sup> May 2018

Dear Applicant

**Re: Finance Administrator (part time) in EMERGE 3Rs**

Thank you for your interest in the above vacancy. Please find attached a job description and person specification, application form and some overview information about EMERGE (please also see our website).

Please complete the application form – it is **very important that you specify how your experience matches the essential and desirable qualities outlined in the person specification**. You may enclose a C.V. if you want to, *however this will not serve as an alternative to completing our application form*.

**The closing date for applications is 10am on Monday the 11<sup>th</sup> June 2018.**

Interviews will be arranged to take place on the 12<sup>th</sup> of June and this will be confirmed on the 11<sup>th</sup> June if you are successful following our short-listing process. Due to limited resources we will not contact you if your application has not been successful.

If you have any queries about the job or the application process do not hesitate to speak me on 0161 223 8200 ex 101 as I will be line managing this role.

We look forward to hearing from you.

Yours sincerely,

Jayrissa Thompson  
Finance Controller

