

October 2018

Dear Applicant

Thank you for your interest in our **Finance Manager** position. When applying for this role you should refer to the Welcome Letter, Job Description, Person Specification and Provisional Terms included with this pack. To apply you should submit:

- A current CV which shows your full career history, including your most recent employment. We request that this is no longer than three pages.
- A covering letter outlining your interest, and telling us why you are a good candidate for this role. You must make sure that your covering letter fully demonstrates that you have the requisite experience, competencies and personal qualities as set out in the person specification. We request that this is no longer than three pages.
- Please provide details of 2 referees, one of whom should be your current or most recent employer.

**Please note that applications will only be considered if the supporting documentation is complete.**

**Applications must be received by Wednesday 20 November 2018. Either send to the address above or email to [pdavies@teachershousing.org.uk](mailto:pdavies@teachershousing.org.uk).**

Interview dates:

- First interviews will be held on Friday 30 November 2018
- Second interviews will be held Wednesday 5 December 2018 (pm)

*(Indicate on your covering letter if you cannot attend either of the interview dates.)*

Please contact me if you wish to have an informal discussion about the role and organisation, or if you have any other questions to help you decide whether to apply. You can contact me on 0207 440 9440.

Yours faithfully



**Sian Llewellyn**  
**Chief Executive**