



York Civic Trust

Promoting Heritage - Shaping Tomorrow

Fairfax House Castlegate York YO1 9RN

Tel: 01904 655543

October 2018

Dear Candidate

Thank you for your interest in the temporary part-time vacancy of Finance Officer (9 months minimum to cover maternity leave).

To apply for the vacancy, please complete the York Civic Trust Job Application Form and send it with your CV and a covering letter addressed to Mrs Michaela Dobson via email michaeladobson@yorkcivictrust.co.uk, highlighting how you match the knowledge, experience and skills requirements of the role.

Please ensure you attach a completed Equal Opportunities Form.

Closing date for applications 25 October 2018 at 12 noon. Interviews are scheduled for 7th and 8th November 2018 and we will be in touch if you are successful in being shortlisted.

Thank you for your interest – and we wish you every success in your application.

Yours faithfully

David Fraser
Chief Executive Officer

Enc:

- Finance Officer job description
- YCT Application for employment form
- YCT Covering letter
- Equal opportunities form

Patron H.R.H. The Duchess of Kent

President Peter Addyman CBE FSA • *Chair* Andrew Scott CBE CEng FMA • *Chief Executive and Company Secretary* Dr David Fraser FSA

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