

June 2022

Dear Applicant

Re: Temporary Junior Finance Officer

Thank you for showing interest in this position and we have pleasure in enclosing our job pack, which includes:

**Job Description and Person Specification
Showroom Workstation Background Information
Application Form and Equal Opportunities Monitoring Form**

Please note that the application form is split into three sections, one for your contact details, one for your skills and experience to demonstrate your suitability for the role and our Equal Opportunities Monitoring Form. Please take care to complete and return all sections, including the **Additional Information** part, as all parts within all sections support the shortlisting process. If you need help to complete this or any other part of the application form, please get in touch.

More information about the company is available on our website www.showroomworkstation.org.uk

Please email your application to reception@showroomworkstation.org.uk or by post / in person in an envelope addressed to **Recruitment, Showroom/Workstation, 15 Paternoster Row, Sheffield S1 2BX.**

Closing date for completed application forms: Tuesday 28th June at 12 noon.

Interviews: will be held week commencing 4th July 2022: Access requirements can be discussed if required after shortlisting.

If you have any questions regarding the post or the application process, please contact me either by email julie.simpson@srws.org.uk or by phone on **0114 279 6511.**

Many thanks for your interest in this position and we look forward to receiving your application.

Yours sincerely



Julie Simpson
General Manager
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