



Orkney Housing Association Ltd

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Our Ref: MH/AB/20220728

Date as Postmark

Dear Applicant

Post of: Finance Assistant

Thank you for your interest in the above post. I am pleased to enclose a recruitment pack containing the following:

- Application form
- Guidance Notes for Application Form
- Job Description
- Person Specification
- Summary Conditions
- Equal Opportunities Monitoring Form
- Applicant Fair Processing Notice

Please note the closing date for applications is 2pm on Monday 29 August 2022.

The selection process will comprise short listing on the basis of the information provided in the application form. A test for those who are short listed is to be undertaken followed by an interview conducted by the selection panel.

It is intended that the short listing of applicants will be completed by 1 September 2022, following which those who have been selected for interview will be notified as soon as possible. Interviews will take place on 8 September 2022.

Our Recruitment Policy prohibits canvassing of Association committee or staff members directly or indirectly. However, should you have any further queries regarding the post please feel free to contact Anne Fletcher, Depute Chief Executive via anne.fletcher@ohal.org.uk to answer queries or to arrange an informal discussion.

I look forward to receiving your completed application form.

Yours sincerely

Mhairi Hughes
Head of Corporate Governance
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