Dear Applicant

**Post: Finance & Admin Assistant**

Thank you for your enquiry about the above post.

You will find enclosed/attached an application form together with a job description, person specification, privacy statement and an equal opportunities monitoring form. There is also some background information about the bureau.

In determining which applicants will be interviewed, the Interview Panel will have regard to applicants who best fit the person specification so it is important that you use this as a guide when completing the application form.

The closing date for applications is **Monday, 14th December – Midday**. Please ensure all documents are fully completed and sent either by e-mail to: or by post to, Renfrewshire Citizens Advice Bureau, Sherwood House, 7 Glasgow Road, Paisley. PA1 3QS and marked ‘Confidential’.

**Interviews will be held remotely with dates advised to successful applicants.**  You will be notified as soon as possible after the closing date if you have been shortlisted for interview. If you are invited to interview, please confirm your attendance, and let us know if you have any particular remote access or other requirements to enable you to attend the interview.

Yours sincerely

Chris Mollins

Chair - HR & Staff Support Committee