

Date as Postmark

Dear applicant

Re: **Payroll & Accounts Assistant**

Thank you for your interest in the above post. In the attached application pack you will find:

- **Job Description** (including a summary of the role requirements for the post and a person specification)
- **Guidance notes**
- **Why work for us**
- **Annual Report**
- **Safeguarding Policies**
- **Equality Monitoring form** (optional)

Please ensure you read the guidance notes thoroughly before completing your application form. All posts are subject to DBS checks.

- **Deadline** for this post is: Monday 9 September 2024 (9am)
- **Interviews** will take place on: Monday 16 September 2024 (in person, Brighton)

If you should require any assistance or further information, please do not hesitate to contact us.

Yours sincerely

Dana Poiana

Dana Poiana
Payroll & Accounts Manager