

Dear applicant

Finance Manager: salary £40k (pro-rata), 18 hours per week (0.51 FTE)

Welcome and thank you for your interest!

Thank you for considering a role with Possability People. We appreciate your interest and are looking forward to reviewing your application. This is fully flexible role with options for remote working that can fully fit around you.

Application Instructions

To ensure we can process your application efficiently, please submit the following documents:

1. Application Form

This includes essential details and an additional employment history section.

2. CV

Detailing your experience, qualifications, and relevant work history

3. Cover Letter

Explaining your interest in the role and why you believe you are a good fit.

Please keep this to maximum 2 sides of A4 in 12 point font.

Read the Person Specification within the Job Description carefully and make sure you consider the items on it.

Include paid work, voluntary or unpaid work and any life experience you feel is relevant to the post.

The decision on whether to invite you for interview will be made on the basis of the information you provide in your CV, cover letter, and Application Form.

Submission

Please ensure all required documents are submitted by **Friday 10 January at 9am**. Late or incomplete applications may not be considered.

All documents should be submitted via email to jobs@possabilitypeople.org.uk

Equal opportunities monitoring

To help us monitor the effectiveness of our Equal Opportunities policy, all candidates are requested to complete the Equal Opportunities Monitoring Questionnaire.

This is confidential and does not form part of the decision to select for interview or appoint.

Shortlisting and Interviews

Shortlisting will be based on the CV, cover letter, and application form.

If shortlisted, you will be contacted to arrange an interview. This is likely to take place on **Thursday 16 January, via Teams or Zoom**. If you are unable to attend the proposed date please detail your availability.

Positive action statement

As a course of positive action and to ensure a wide representation of our diverse communities, we actively encourage applications from disabled people, people from minority ethnic groups, and those who are trans/TNBI or gender-diverse. We recognise these communities are currently under-represented in our organisation and we would love to hear from you.

We guarantee an interview if you demonstrate you meet the essential criteria and have told us you are a disabled person.

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

Yours sincerely

Angela Graham

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Chief Operating Officer