

22 September 2021

Dear Candidate,

**Post: Finance & Administration Co-ordinator (maternity cover, temporary)**

Please complete the application form and return it to Gillian Devlin at Arts & Business Scotland or email to [recruitment@aandbscotland.org.uk](mailto:recruitment@aandbscotland.org.uk). Please also complete and detach the Equal Opportunities Monitoring form and return with your application.

The deadline for applications is **12 noon on Monday, 22<sup>nd</sup> November**. Applications will not be accepted beyond this date.

Interviews will take place on **Tuesday, 30<sup>th</sup> November** so please keep this date clear. We will contact you as soon as possible after the closing date to let you know whether we wish you to attend.

Thank you for your interest in working at Arts & Business Scotland. Unfortunately, as a charity Arts & Business Scotland has limited resources and will not be able to respond to candidates who have not been shortlisted for interview.

Yours faithfully,



Moira Chapman  
Head of Finance & Operations