



January 2024

Dear Applicant,

Re: PART TIME FINANCE OFFICER

Thank you for requesting a job pack for the above role. The role will require you to work 14 hours each week during office hours at Womankind, 3rd Floor Brunswick Court, Bristol, BS2 8PE. The building is accessible.

- Pay will be NJC scale 18 to 22: £29,269 to £31,364 pro rata plus pension (depending on experience)
- Permanent contract

Please find attached:

1. Application Form
2. Job Description
3. Person Specification
4. Equalities Monitoring Form
5. Summary Statement & Guidance Notes
6. Website link to latest Annual Review: <https://www.womankindbristol.org.uk/who-we-are/>

The closing date for receipt of your completed application is 29th February 2024 by midday.

Interviews will be held on Thursday 14th March 2024

Please return your completed Application form and Equalities Monitoring Sheet marked Finance Officer Job Application (private and confidential) by email to info@womankindbristol.org.uk

Please note that due to our Equalities and Diversity Policy, CV's will not be accepted as part of the selection process.

We look forward to receiving your application.

Yours sincerely

A handwritten signature in dark ink, appearing to read "Kyra Bond".

Kyra Bond
Chief Executive Officer