

GUIDANCE FOR APPLICANTS

Interim Financial Controller/Manager – June 2021

1. Recruitment documents

The following documents are required to make an application and should be reviewed before proceeding with an application:

- Job Description
- Application Form
- Equal Opportunities Statement

2. Key information for applicants

- Please return by email the completed application form, equal opportunities statement and a covering letter outlining your preferred working hours and working pattern by 4pm on Sunday 4th July 2021
- You are welcome to include on the form any other additional information that you feel is relevant to your application
- Please do not send a CV
- All applications must be made on the form provided
- Interviews are planned for week commencing 12th July 2021 (*our aim is hold the interviews in person, ensuring compliance with relevant Covid-19 protocols. If required, interviews will be held virtually to accommodate changes in guidance and restrictions*)
- Please complete all parts of the application form in **black ink / black font**
- We hope you will understand that only shortlisted candidates will be contacted in order to keep costs to a minimum
- Please email the completed application and equal opportunities forms to Margaret Vaughan, Chief Operating Officer at margaret@cdcf.org.uk by the closing date of 4pm Sunday 4th July 2021

Additional information about County Durham Community Foundation can be found on our website: www.cdcf.org.uk