

May 2018

Dear Applicant

Accounts Assistant at Off The Record Twickenham

Thank you for your interest in the above position. Please find enclosed:

- 1 Job Description with Person Specification
- 2 Background Information
- 3 Equal Opportunities Statement
- 4 Notes on Completing the Application form
- 5 Application Form (5 pages)

We are looking for people who best meet the skills, knowledge and experience in the Job Description, who will be comfortable working within the framework provided by Off The Record. This post is line-managed by the Manager.

The selection process will involve:

- Initial selection against application form
- Formal interview
- References
- Three months initial trial period working at OTR

The closing date for applications is 31 May 2018 and we hope to interview candidates within 2-3 weeks after that. **Please return your application forms by email, with the subject heading of OTR Accounts Assistant, and send to admin@otrtwickenham.com.**

Yours sincerely



Deborah Kerpner
Manager