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5th May 2016

Dear Applicant,

Thank you for your interest in the **ADM1602 Finance Officer** position at the Organic Research Centre, Elm Farm. I enclose for your consideration:

* An application form
* A job description, role requirements and personal specification
* Additional information about the Organic Research Centre.

Please read the job description, role requirements and personal specification carefully before completing the application form. We particularly wish to know (a) **why you are interested in this post, (b) how your skills and experience meet the job description, role requirement and personal specification and (c) what you believe you can contribute**. Once you have completed the form please return to our office in Berkshire (e-mail to [recruitment@organicresearchcentre.com](mailto:recruitment@organicresearchcentre.com)) by **10am Monday 16th 2016** with any additional supporting documentation i.e. Curriculum Vitae (CV), publication list etc. However, please be aware we will only accept applications on the company application form and standalone CV applications will not be considered. **If you have submitted a standard *Jobsite* CV, you do not need to transfer this information to the application form, but please complete the 2nd part of the form (starting ‘Other Information’ on page 2).**

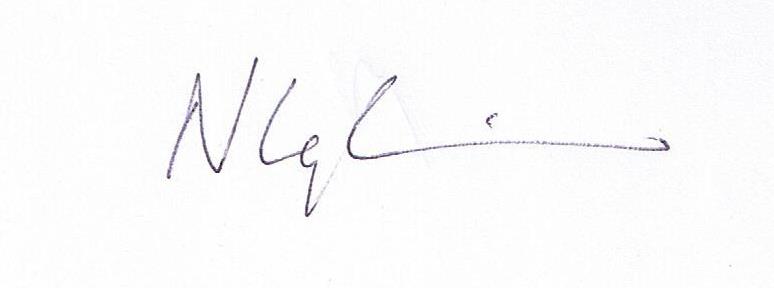
Applications after the closing deadline may not be considered.

Interviews are due to be held at ORC Elm Farm, Hamstead Marshall, Newbury, RG20 0HR on **Wednesday 25th May 2016**. The selection process will consist of an interview, of about an hour, at which you will be asked to present/discuss options for restructuring our SAGE account codes and reporting to better integrate current Excel recording and reporting worksheets. Further details of this will be provided to candidates invited for interview. A decision is normally made following the first round of interviews, but second interviews may occasionally be required.

If, due to disability, you require adjustments to be made during the selection process, please indicate this in the appropriate place on the application form. If necessary, we may contact you to obtain further information about such adjustments.

If you have further queries please do not hesitate to contact me ([nic.l@organicresearchcentre.com](mailto:nic.l@organicresearchcentre.com)) so that I can assist you further. For further information about the Organic Research Centre - Elm Farm please see our website, [www.organicresearchcentre.com](http://www.organicresearchcentre.com), and the document in the pack.

Yours sincerely



**Prof. Nic Lampkin**

**Executive Director**