

21st December 2020

Dear Applicant,

Thank you for your interest in the **Head of Finance** position at the Organic Research Centre. I enclose for your consideration:

- An application form
- A job description 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 e-mail to recruitment@organicresearchcentre.com by **5:00pm on Friday 8th January 2021** 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 stand-alone CV applications will not be considered. Applications after the closing deadline may not be considered.

Interviews are due to be held via MS Teams **Wednesday 20th January 2021**. The selection process will consist of an interview of about an hour at which we may also ask you to make a presentation. Details will be sent to you if you are selected 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 (recruitment@organicresearchcentre.com) so that I can assist you further. For further information about the Organic Research Centre please see our website, www.organicresearchcentre.com and the document in the pack.

Yours sincerely



Lucy MacLennan

CEO

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