



7 Neville Street
Riverside
Cardiff
CF11 6LP
Telephone: (029) 2034 3154
Email: admin@womenconnectfirst.org.uk

Dear Applicant,

Thank you for your interest in working for Women Connect First. Please find attached the Job Application pack for the position of Administrative Officer & Finance Assistant with the following documents:

- ✓ Job Description
- ✓ Job Application Form
- ✓ Equal Opportunities Monitoring Form

The deadline for receiving your completed application form and the equal opportunities monitoring form is Friday 18th September, 2020 at 5.00pm

Please email your completed applications to Menaka Kodur at menaka@womenconnectfirst.org.uk

You could email or post your application to our address, which is at the top of this page. Please pay attention to the section on page 3 and you can complete your answer on an extra attached sheet if you need more space.

Women Connect First is planning to shortlist for this post the week after the deadline and interviews will be conducted the following week on Monday 28th September. We will inform the shortlisted applicants shortly after the closing date.

Looking forward to receiving your application.

Yours Sincerely,

Menaka Kodur
Project & Communications Manager
WOMEN CONNECT FIRST

