Dear Applicant,

Thank you for downloading the application pack for the Finance and Administration Officer vacancy.

Please read through the information, job description and person specification. The person specification details the skills and experience we are looking for in order to do this job. You need to think about your own experience and whether you meet the essential criteria.

In order to apply we require you to complete the application form and return it to us along with your letter of application.

Your letter of application is an opportunity for you to explain how you meet the job description and person specification.

**Closing date for applications:  Friday, 25th May 2018, 12 noon**  
Interviews: Tuesday, 29th May 2018

Applications should be emailed to [nsschs@hotmail.com](mailto:nsschs@hotmail.com)

Or posted to

**Mr. Alaa Abouzanad, Chair**

**ANSS Ltd**

**St. George’s Avenue**

**Portfolio Centre**

**Northampton NN2 6FB**