



Finance Administrator

Information for applicants

In order to apply for the above position you will be required to download and read the following information and return the items ticked in the right hand column to the COCO office in Newcastle.

	For information	To complete and return
Job Description	✓	
Person Specification	✓	
Application Form		✓
Equality and Diversity Form		✓

In completing the application form please make sure you give a full response to all sections, particularly the section "Relevant skills/ knowledge/ experience". You will need to do this in conjunction with the Person Specification. The information supplied will be used to decide whether to invite you for interview.

If you would like more information about this role, you can speak to Lucy Philipson on 0191 261 7427.

Please send all documentation with a cover letter to:

Ref Financial Administrator Position
Miss Lucy Philipson
Director
COCO
3rd Floor
14 Blandford Square
Newcastle upon Tyne
NE1 4HZ

The **closing date** for applications is **Thursday, 19th January, 2012**

Interviews will be held on **Friday, 27th January, 2012**

Thank you for your interest.