



Trust Shared Services
William Lee Centre
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Nottingham, NG14 6JZ
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January 2019

Dear Applicant

Trust Financial Planning & Analysis Assistant

Thank you for your interest in our recent advertisement for the above position for The Redhill Academy Trust. I have pleasure in enclosing details.

An exciting opportunity has arisen for a Financial Planning & Analysis Assistant to join the Finance function at its offices in Calverton. The successful individual will be tasked with supporting the Financial Planning & Analysis Manager by assisting with internal reporting and financial monitoring activity, and all budgeting and forecasting across the Trust.

If you would like to apply for the post, please send your letter of application to the Trust postal address, or to hr@redhillacademytrust.org.uk, clearly demonstrating your suitability for the role, together with the completed application form, to arrive before midday on Monday 4th February 2019. Please ensure that the post for which you are applying has been stated clearly on the application form.

Due to the number of applications we receive, it is with regret that we cannot respond to every application. Therefore, if you do not hear from me within two weeks of the deadline, please assume that, on this occasion, your application has not been successful.

I look forward to receiving your application.

Yours sincerely

Jo Edgell
Financial Planning & Analysis Manager