

*'Working and learning together to improve children's lives.'*

## **Finance Administrator**

### **Yorkshire Collaborative Academy Trust**

21 November 2023

Dear Applicant,

Thank you for your interest in the post of Finance Administrator.

To assist with your application and give further background information on the post we have enclosed details on the job description. You may also want to visit the Trust website at <https://www.ycatschools.co.uk>

We look forward to receiving your completed application form, which must be accompanied by a supporting letter of no more than one side of A4.

Please send the completed application form to email address info@ycatschools.co.uk as soon as possible, and to arrive no later than 9am, Friday 8th December 2023.

Please note we cannot accept CVs.

We would be delighted to meet with you should you wish to visit and see our main office for yourself. Please telephone our central office on 01423 709600 or email info@ycatschools.co.uk to make an appointment. Please do not hesitate to contact should you require any further information.

Once again, thank you for your interest in the post; we look forward to hearing from you.

Yours sincerely,



Jo Robinson

Chief Executive Office