Finance officer

Thank you for your interest in this position.

Please see the enclosed role description and person specification.

If you would like to apply please do so by completing the attached application form and send it to **discovery@swansea.ac.uk by 10am on Tuesday 18th June**

**Application form**

Please see the person specification enclosed and tailor your application form to it. We will use your application form to assess how well you meet the criteria listed there and we will interview the candidates who offer the best match and most relevant skill and experience.

Please tell us specifically how you meet each of those criteria.

**For example**

Excellent communicator

I have developed my communication skills through the group work that is an essential part of my degree course. I have worked with a wide range of other students. For example I recently had a group presentation to complete, my group and I agreed that we would use messenger to plan and a shared teams board to collect ideas. We also planned weekly video meeting check ins. During those meetings I made sure that everyone had a chance to contribute and that my suggestions were clearly explained and understood. I listened to everyone’s ideas and contributed to discussions in a thoughtful way.

You should write between and sentence and a paragraph for each criteria, if you do not have relevant experience yet tell us why you think you have that skill, you can use examples from study, work, volunteering or any part of your life.

We are advertising four different roles if you are applying for more than one please feel free to use the same responses for similar criteria but you must fill in separate application forms for each role you are applying for as the short listing process will be separate.

If you would like an informal discussion about the role or have any specific questions please contact me on

Eleanor.norton@Swansea.ac.uk

Good luck with your application,

Eleanor Norton

Director