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January 2019

Dear Applicant

Thank you for your interest in our advertised vacancy for the post of IMA Administrator.

To apply for the role, please complete the attached application form as fully as possible, preferably electronically. CVs alone will not be accepted. Every completed application will be reviewed by our selection panel, who will score it against the person specification for the role. It is therefore essential that you provide specific examples demonstrating how you meet the requirements of the post, preferably numbering your evidence in accordance with the relevant person specification points.

At the back of the application form you will find a monitoring form. This monitoring form will be detached from your application prior to short listing, and any information you provide will only be used to analyse applicant profiles and in reviewing our advertising strategy.

Please ensure your completed application is returned to us, preferably by email, no later than midnight on Thursday 31st January 2019. Any applications received after this date will not be considered. Short listing will take place during the following week and successful candidates will then be invited to attend an interview. We regret that we are unable to notify unsuccessful applicants.

Interviews will be held in Leeds on Monday 11th February 2019, with an anticipated start date for successful candidates being as soon as possible thereafter, subject to receipt of satisfactory references.

Please send your completed application either by email to samantha.jones@i-m-a.org.uk or to me by post at the above address.

Yours faithfully

Samantha Jones

Samantha Jones
Finance and Resources Manager