

March 2025

Dear applicant

Thank you for your recent request for details for the post of Money & Debt Adviser.

Please find enclosed:

  Job Description

  Personnel Specification

  Application Form

  Equal Opportunities Monitoring Form & Envelope

  Background information on the Vine Centre

Please send your completed application forms to the address below by Friday 21 March 2025 at 5.00pm, together with the monitoring form in the envelope provided.

A shortlist will be drawn up and if selected for interview you will be notified. Interviews are scheduled to take place on Monday 31 March 2025.

I would like to take this opportunity to wish you well with your application.

Yours faithfully

Claire Adams

Financial Administrator

ENC.

**Registered Office |** 193 Crumlin Road Belfast BT14 7AA

**T:** 028 9035 1020 **F:** 028 90355658 **E:** information@vinecentre.org

**Charity Registration** | NIC100608 **Company Registration** | NI32293

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