



## **INCOME RECOVERY OFFICER- 1 YEAR FTC**

The following items are enclosed in the pack:

1. This Cover Letter
2. Person Specification
3. Job Description
4. Newlon Gold Way of Working
5. Summary of Terms & Conditions of service

The closing date for applications is **Tuesday 21<sup>st</sup> December 2021 – 11:59pm**

You can complete the form online, by clicking the 'apply' button on the vacancy page.

Shortlisted applicants will be required to complete an assessment online and if successful will then be invited for interview.

**Assessment Dates: Tuesday 4<sup>th</sup> January 2022 – Friday 7<sup>th</sup> January 2022 (Virtual)**

**Interview Dates: Thursday 13<sup>th</sup> January 2022 & Friday 14<sup>th</sup> January 2022 (Newlon House)**

As our jobs usually generate a lot of interest we are only able to contact successful applicants. If you don't hear from us within three weeks of the closing date please assume you have been unsuccessful on this occasion but please do apply for suitable vacancies in the future.