

## Lochfield Park Housing Association Ltd

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Email: [Recruitment@lochfield.co.uk](mailto:Recruitment@lochfield.co.uk)

Website: [www.lochfield.co.uk](http://www.lochfield.co.uk)



Dear Applicant

### Post of CORPORATE SERVICE & FINANCE ASSISTANT

Thank you for your interest in employment with Lochfield Park Housing Association. I am pleased to enclose an application pack for the above vacancy which contains the following documents:

- Information for Applicants
- Guidance Notes on completing the Application Form
- Job Description and Person Specification
- Summary of Terms and Conditions of Employment
- How we use your Personal Information
- Application Form
- Equal Opportunities Form

Please contact [Recruitment@lochfield.co.uk](mailto:Recruitment@lochfield.co.uk) immediately if any of the above materials are missing.

Please complete the Application Form and Equal Opportunities Form and return them to [Recruitment@lochfield.co.uk](mailto:Recruitment@lochfield.co.uk) or our address on the application form by no later than Monday 27<sup>th</sup> July 2026 at 12.00 noon. Where possible, please email your application as a Word document, preferably with an electronic signature or confirmation in the email that the application is true and complete.

Late applications will not be considered. Applications submitted by email will receive an acknowledgement by return. If you would like us to acknowledge receipt of your posted application, please enclose a stamped addressed envelope with your completed application form.

You should complete all sections of the application form and will need to demonstrate how you meet the essential job requirements to be considered. Please note that curriculum vitae and supplementary material will not be considered.

Applicants with a disability are welcome to contact us regarding any adjustments required to the process.

Interviews for this post are anticipated to be held on Thursday 13<sup>th</sup> August 2026.

I hope that the information supplied is of help to you. If you have any queries, please do not hesitate to contact us on 0141 771 2228.

Yours sincerely

*E McEachran*

E McEachran  
Director