

FINANCE OFFICER

SUMMARY OF KEY TERMS AND CONDITIONS OF EMPLOYMENT

Contract type:	Fixed Term Contact – 6 months, Part Time 3 days a week. Flexible working by arrangement
Office location:	Alban Dobson House, Green Lane, Morden, SM4 5NS Flexible working by arrangement
Salary:	£26,000 to £28,000 FTE, depending on experience
Probation period:	The probationary period is three months. During the probationary period the notice period by either party is one week.
Holidays:	Annual entitlement of 15 days plus Bank Holidays.
Hours of Work:	The basic working week is 21 hours (9am-5pm) although you will be expected to work such hours as are necessary in order to fully discharge the responsibilities of your role. Overtime is not payable.
Notice Period:	After probationary period from employer, one month from employee, one month.
Pension:	Haig offers a company pension; we will contribute up to maximum of 10%
Healthcare:	Optional private medical insurance
Life Assurance:	3x salary death in service benefit
Head Office:	Haig Housing, Alban Dobson House, Green Lane, Morden, Surrey SM4 5NS. Haig Housing, Mountbarrow House, 12 Elizabeth St, London SW1W 9RB