



COMPLIANCE MANAGER

SUMMARY OF KEY TERMS AND CONDITIONS OF EMPLOYMENT

Contract type:	Full Time, Permanent. Hybrid working (2 days in the office, up to 3 days working from home)
Head Office:	Haig Housing, Mountbarrow House, 12 Elizabeth St, London SW1W 9RB
Salary:	Competitive salary, depending on experience
Commencement Date:	As soon as possible
Probation period:	The probationary period is six months. During the probationary period the notice period by either party is one week.
Holidays:	Annual entitlement of 25 days plus Bank Holidays. increases by 1 day pa to maximum of 30 days.
Hours of Work:	The basic working week is 35 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

Please note that an offer of employment will be subject to satisfactory references and medical report