Housing Officer

SUMMARY OF KEY TERMS AND CONDITIONS OF EMPLOYMENT

Contract type:	Permanent 35 hours per week (5 day week).
Office location:	Work from home. There will be a requirement to attend the London office at least 6 times per year.
Salary:	Up to £45,000 per annum
Car Allowance:	£5,425 per annum
Commencement Date:	ASAP
Probation period:	The probationary period is three months. During the probationary period the notice period by either party is one week.
Holidays:	Annual leave entitlement of 25 days plus Bank Holidays, increasing by 1 day per annum to a maximum of 30 days.
Hours of Work:	The basic working week is 35 hours, to be worked as required by the needs of the job and the availability of tenants and contractors, 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 available but TOIL can be granted on application.
Notice Period:	After the probationary period a two-month notice period is required from either party.
Pension:	Haig offers a company pension; we will contribute up to maximum of 10%.
Staff Benefits:	Haig offers a company pension, optional private medical insurance and a 3x salary death in service benefit.
Head Office:	Mountbarrow House, 12 Elizabeth Street, London, SW1W 9RB

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