

**Finance Assistant (Maternity Leave Cover)
Fixed Term Contract for up to 12 months**

Summary of terms and conditions of employment

Salary

The salary for this post will be £21,420 per annum pro rata depending on skills, qualifications, and relevant experience. Salaries are paid on 21st day of the month.

Pension

Staff who are new to Cottsway are automatically enrolled into the SHPS Defined Contribution Pension Scheme provided by the Pensions Trust. Employees contribute up to 4% of salary and Cottsway contribute up to 8%.

Annual Leave

The annual leave entitlement will be 25 days plus Bank Holidays, and these will be pro rata.

Working Hours

The working hours for this post are 27.5 hours per week. These hours are to be distributed over 5 days, Monday to Friday. Flexibility can be offered around the start and finish times each day to suit the successful candidate and business need.

Flexible Working and TOIL Policy

The Association operates both these systems to complement each other and promote flexibility for employees. Employees can accrue a maximum of 12 days TOIL per year, with prior approval from their line manager.

Sick Pay

Staff who started on or after 5 July 2013 receive occupational sick pay according to their length of service:

Service	Entitlement
Less than 6 months or during probationary period (including any extension to probation)	5 days (1 week) full pay
6 months (or successful completion of probation) up to 1 year	10 days (2 weeks) full pay, 10 days half pay
Between 1 and 2 years	22 days (1 months) full pay, 22 days half pay
Between 2 and 3 years	44 days (2 months) full pay, 44 days half pay
Between 3 and 4 years	66 days (3 months) full pay, 66 days half pay
Over 4 years	88 days (4 months) full pay, 66 days half pay

Compassionate Leave and Dependency Leave

The Association provides up to 5 days paid dependency leave (for family emergencies) and 5 days paid compassionate leave per year.

Notice Period

1 month.

Probationary Period

The appointment will be subject to a 6 month probation period.

Other benefits

Private medical insurance after successful completion of probation period

Discounted Leisure Centre membership

Childcare voucher scheme

Cycle to work scheme

Free Eye Tests

Generous Maternity/Paternity leave

Employee assistance programme

A full statement of the main terms and conditions of employment will be supplied with any formal offer of employment. The above information may be helpful to applicants as a guide, but should not be treated as a substitute for a full contract of employment.