

## CONDITIONS OF SERVICE

### Finance Officer Age UK Plymouth

<b>Responsible to</b>	<b>Head of Finance</b>
<b>Hours of work</b>	<b>25 hours per week Monday to Friday, additional hours may be required from time to time therefore flexibility</b>
<b>Rate of pay</b>	<b>£12.77 per hour / £16,601 per annum</b>
<b>Place of work</b>	<b>The William &amp; Patricia Venton Centre, Mount Gould. Other Age UK Plymouth Centre's, where needed.</b>
<b>Probationary period</b>	<b>Subject to the satisfactory completion of a six month probationary period</b>
<b>Termination of employment</b>	<b>One month's notice in writing is required by either party. (Not applicable during probationary period, where statutory terms apply)</b>
<b>Holiday entitlement</b>	<b>The equivalent of 5.6 weeks per year pro rata in accordance with the employee handbook. 1 additional day added after each year of completed service up to a maximum of 5 days.</b>
<b>Sick pay entitlement</b>	<b>Company sick pay after successful completion of probation period</b>