

## SUMMARY OF TERMS OF EMPLOYMENT- ASSISTANT ACCOUNTANT

SALARY:	£22,000 - £26,000 per annum (starting salary dependent on experience), pro rata for part-time
PENSION:	Opportunity to remain in NHS pension scheme if already contributing (or have been in last 12 months). Alternatively, you will be auto enrolled into the Hospice Group Personal Pension Scheme provided by Scottish Widows. The minimum employee contribution will be 3% and the employer contribution will be 2%.
HOLIDAY:	25 days plus 8 bank holidays (pro rata for part-time); rising to 27 days after 5 years and 30 after 10 years
SICK PAY:	<p>We offer an Occupational Sick Pay scheme, as follows:</p> <ul style="list-style-type: none"> <li>• During the first 12 months' of service – Statutory Sick Pay only</li> <li>• 1 years' service to 3 years' service – 2 weeks' full pay and 2 weeks' half pay</li> <li>• 3 years' service to 5 years' service – 4 weeks' full pay and 4 weeks' half pay</li> <li>• 5 years' service to 10 years' service – 6 weeks' full pay and 6 weeks' half pay</li> <li>• Over 10 years' service – 8 weeks' full pay and 8 weeks' half pay</li> </ul>
OTHER BENEFITS:	<ul style="list-style-type: none"> <li>• Free car parking</li> <li>• Childcare vouchers</li> <li>• Employee Assistance Programme offering 24-hour confidential counselling, advice and support</li> <li>• Employee discount scheme</li> <li>• Opportunities for challenge events &amp; fundraising</li> <li>• Family friendly policies</li> <li>• Staff consultation group</li> <li>• Staff social activities</li> </ul>
OFFICE LOCATION:	Uphill, Weston-super-Mare
HOURS:	18 hours per week, to be worked over 3 or 4 days per week
PROBATIONARY PERIOD:	This post is subject to a six month probationary period.
NOTICE PERIOD:	<p>During probationary period you will be required to give at least one weeks' written notice of termination.</p> <p>After successful completion of the probationary period you are required to give at least one months' notice of termination, which must be in writing.</p>