

Outline of Terms and Conditions of Employment

Moseley CDT Finance Officer

Salary range

£17,500- £19,000 pro-rata. Salaries are paid monthly directly in to an employees bank accounts.

Hours of work

21 hours per week, Monday to Friday.

Performance at work

All Moseley Community Development Trust Employees performances are monitored to help identify training needs, areas of support and achievements.

Period of employment

2 years. The continuation of this post is dependent upon Moseley Community Development Trust having sufficient funds to maintain the post.

Location of work

Office base will be on the second floor at the Moseley Community Development Trust building, 149-153 Alcester Road, Moseley, Birmingham, B13 8JP. As Finance Officer you will be required to move around all three floors of the building. Please note that there is a no-smoking policy in the building and currently there is no lift in the building.

Probationary period

6 months (minimum). Following this period Moseley Community Development Trust will review the performance of the post holder.

Holidays

20 days pro-rata and 8 statutory holiday days.

Pension

A contribution to a personal pension can be made. Employees of Moseley Community Development Trust have access to a stake-holder type pension.

Notice period

4 weeks for either party.

Police check

It will be necessary for the successful applicant to undergo a Police check. If you have recently undergone a check then evidence of this must be produced.