

TEACHERS' HOUSING ASSOCIATION

FINANCE MANAGER

PROVISIONAL TERMS OF EMPLOYMENT

Anticipated Date of Commencement	As soon as possible
Outline Duties	As per attached job description
Days and Hours of Work	Monday to Friday: Standard office hours are 9.00 am – 5.00 pm. A flexitime system operates in our Head Office.
Holiday Entitlement	23 days per year, rising to 28 days per year after 5 years of service. Additional office closure between Christmas and New Year.
Salary	£41,877 – £45,311 per annum, including London Weighting Allowance, paid monthly in arrears. (Next review April 2019)
Pension	Participation in the TPT Retirement Solutions (previously known as The Pensions Trust) pension scheme.
Probationary Period	Six months
Notice	One full calendar month on either side once confirmed in post.
References	Appointment is subject to satisfactory references and a medical reference.

Teachers' Housing Association is an Equal Opportunities Organisation and a Co-operative and Community Benefit Society