

**TEACHERS' HOUSING ASSOCIATION**

**FINANCE MANAGER**

**PROVISIONAL TERMS OF EMPLOYMENT**

<b>Anticipated Date of Commencement</b>	As soon as possible
<b>Outline Duties</b>	As per attached job description
<b>Days and Hours of Work</b>	Monday to Friday: Standard office hours are 9.00 am – 5.00 pm. A flexitime system operates in our Head Office.
<b>Holiday Entitlement</b>	23 days per year, rising to 28 days per year after 5 years' service. Additional office closure between Christmas and New Year.
<b>Salary</b>	£45,148 – £48,308 per annum, including London Weighting Allowance, paid monthly in arrears. (Next review April 2020)
<b>Pension</b>	Participation in the TPT Retirement Solutions (previously known as The Pensions Trust) pension scheme.
<b>Probationary Period</b>	Six months
<b>Notice</b>	One full calendar month on either side once confirmed in post.
<b>References</b>	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***