

Terms and Conditions

Job Title:	Finance and Payroll Assistant
Base:	Ena Hughes Resource Centre, Failsworth
Hours:	37 hour per week
Salary:	£19,350
Holidays:	Annual entitlement is 25 days with an additional 1 day for each completed year of service up to a maximum of 5 years i.e. a maximum of 30 days. The holiday year runs January 1st – December 31st.
Pension:	A 6% employer pension contribution payable by the company into the company's pension scheme. This is dependent on a minimum employee contribution.