



Post: Finance Administrator

Summary of Key Conditions of Employment

Rosehill Housing Co-operative is a member of 'Employers in Voluntary Housing' (EVH) and the terms and conditions for this role largely follow the EVH terms and conditions. A summary of the principal areas are as follows:

Salary Scale

EVH Grade 4, £25,755 - £29,124 (Pro-Rata)

Hours of work

21 hours per week - Working Days/Pattern Negotiable.

Office opening hours are Monday to Thursday 9:00 am to 5:00 pm and Friday 9:00 am to 4:00 pm.

Flexible Working

We operate a flexi-time system. The core hours are 10am to 12noon & 2pm to 4pm.

Employees will be able to start work from 8:30 am up to 10:00 am, and finish work from 4:00 pm up to 5:30 pm, Monday to Thursday and 8:30 am up to 10:00 am and finish work from 4:00 pm up to 4:30 pm, Friday.

We also have a Hybrid Working Policy in place.

Holiday Leave

25 days annual leave and 15 public holidays per year. The holiday leave year runs from 1st April to 31st March.

Rosehill closes its offices over the Christmas and New Year period each year, therefore, two days' annual leave are required to be used for this purpose.

Pension Scheme

We offer a choice of two pension schemes. We offer a defined contribution scheme with an 8% employer contribution. The minimum employee contribution rate is 4%.

A final salary pension scheme is also available to join.

Notice Period

One month

This summary is for general guidance of applicants and will not form part of the contract of employment. Any offer of employment will be subject to the receipt of references which Rosehill deem to be satisfactory.