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**Summary of main terms and conditions**

Employer: Youth Education Service

Job title: Finance and administration officer

Duration of contract: Fixed term until 31st August 2019, with scope to extend depending on funding

Main place of work: 3 Hide Market, West Street, Bristol, BS2 0BH

Salary scale: JNC scale point 11 £22,558 pro rata (£11.57ph)

Hours of work: 7.5 hours per week some flexibility over day & time

Holidays: 22 days pro rata per complete year worked plus UK public holidays

Company sick pay (CSP): Less than 6 consecutive months continuous employment, SSP only (annual leave can be used so no loss of pay)

6 - 12 consecutive months’ continuous employment, 2 weeks’ full pay

12 consecutive months plus 4 weeks full pay

Probationary period: 6 months. Subject to extension where performance doesn’t meet required standards

Notice on termination: 1 weeks’ notice by employer/employee during probationary period. Following completion of successful probationary period employee to give 1 months’ notice and employer to give 2 months’ notice

Pension: Employers contribution matched to employee’s contribution, up to 6% subject to organisational funds.

Please note there may be supplementary provisions in the contract of employment accompanying the above terms. In the event of any inconsistency between the contents of this document and any subsequent contract of employment provided by the employer, the terms of the contract of employment shall prevail.