

Main Conditions of Service

National Finance Officer, Edinburgh

Hours of Work:	Full time 35 hours per week (some travel to our services across Scotland may be required for review or audit work, but very rarely)			
Extra hours	Overtime is not paid. Qualifying and authorised work is taken as time off in lieu (TOIL)			
Salary and Grade	Level 5. £24,932 per annum. Salary is paid monthly on or before the 25 th of the month.			
Tenure	Open ended contract (Subject to continuous funding)			
Probation	This role is subject to a 3 months’ probation period.			
Holidays	Full-time staff are entitled to 37 days (259 hours) leave, inclusive of Public and Bank holidays per year April to March. Part time staff’s leave entitlement is calculated on a pro rata basis. Long service with the charity is recognised in granting 1 additional day after 5 years’ service and a further day after 10 years’ service. The leave entitlement for this role is 259 hours per holiday year.			
Pension	Eligible jobholders are automatically enrolled in the pension scheme in line with current legislation.			
	Employer pays	Employee pay	Government adds tax relief	Total contribution
	3.0% of full pay	3.2% of full pay	0.8% of full pay	7.0% of full pay
Sick Leave Entitlement	In calculating the amount of sick pay due, account is taken of all day’s sickness during the previous 12 months. Paid sick leave varies with the length of service as follows:			
	Between 0 month and 6 months		Entitled to Statutory Sick Pay only (SSP is not paid for the first 3 days of absence)	
	Between 6 months and 2 years		Entitled to 2 weeks full pay 2 weeks half pay SSP only afterward, until entitlement runs out	
	Between 2 years and 5 years		Entitled to 4 weeks full pay 4 weeks half pay SSP only afterward, until entitlement runs out	
	Over 5 years		Entitled to 8 weeks full pay 8 weeks half pay SSP only afterward, until entitlement runs out	
Place of Work	The base for this position is Support in Mind Scotland National Office, 6 Newington Business Centre Dalkeith Road Mews Edinburgh EH16 5GA. The jobholder will also work from home until we fully reopen our offices.			
Pre-employment checks	Employment is subject to satisfactory pre-employment checks including; criminal records, Identity and employment history checks, verification of qualifications & professional registrations. The appointee will be required to pass a satisfactory Disclosure Scotland Check (Cost met by the charity).			