

SUMMARY OF TERMS & CONDITIONS OF SERVICE

Job Title:	Factoring Officer
Salary:	EVH Officer Grade 7 (PA22-PA25) £40,635 - £44,619 per annum
Duration:	The Factoring Officer is offered as a permanent contract, 35 hours per week.
Leave Entitlement:	25 days annual and 15 public holidays
Place of Work:	53 Ballindalloch Drive, Dennistoun, Glasgow, G31 3DQ
Notice Period:	1 month
Salary Payment	
Date:	By the 24th of each month
Pension:	The association offers a SHAPS Defined Contribution Scheme with the employer contributing a maximum of 10% of salary
Sickness Benefit:	In any one rolling period of 52 weeks, we will pay a sickness allowance in line with the following scale:

Continuous service at the date sickness starts	Full allowance paid for:	Half allowance paid for:
Up to 1 year	5 weeks	5 weeks
Over 1 and under 2 years	9 weeks	9 weeks
Over 3 and under 5 years	22 weeks	22 weeks
Over 5 years	26 weeks	26 weeks