

Head of Finance, IT and Corporate Services

Summary of Terms & Conditions of Service

Basic Salary	£64,075 to £67,295 (EVH Grade SM9-SM11)
Plus allowances,	Island Allowance: £2,435 Car Allowance: £1,642 per year. Car mileage paid 45p per mile
Pension:	Contribution pension scheme Defined Contribution - Employee minimum 5% employer 10% Salary sacrifices available for Pension Contributions
Holidays:	40 days per year, including 15 days public holiday of which 11 are added to annual leave (4 fixed days for Christmas and New Year, you are also required to take off 3 days annual holiday as the office is closed during this period).
Sickness:	Sick pay scheme in operation in addition to SSP. Phased in over 5 years from 5 week in year 1 to 26 weeks in year 5.
Training:	One set of relevant professional fees paid annually
Hours of Work:	35 hours per week, 5 days per week Monday-Friday
Place of Work:	Hjaltland Housing Association 6 North Ness Business Park Lerwick Shetland ZE1 0LZ (Or any other location required to carry out your duties)
Notice Period:	Three months
Pay Day:	Last working day of the month

All other terms and conditions of employment are as per EVH Conditions of Service.