

FINANCE DIRECTOR

SUMMARY OF KEY TERMS AND CONDITIONS OF EMPLOYMENT

Contract type:	Full Time, Permanent
Office location:	Alban Dobson House, Green Lane, Morden, SM4 5NS Flexible working by arrangement
Hybrid working:	There will be a requirement to attend the office a minimum 2 days per week. Additional visits to our offices may be required on an ad-hoc basis.
Salary:	Highly competitive depending on experience
Probation period:	The probationary period is six months. During the probationary period the notice period by either party is one week.
Holidays:	Annual entitlement of 27 days plus Bank Holidays, increases by 1 day pa to maximum of 32 days.
Hours of Work:	The basic working week is 35 hours (9am-5pm) although you will be expected to work such hours as are necessary in order to fully discharge the responsibilities of your role. Overtime is not payable.
Notice Period:	After probationary period from employer, three month from employee, one month.
Pension:	Haig offers a company pension; we will contribute up to maximum of 10%
Healthcare:	Optional private medical insurance
Life Assurance:	3x salary death in service benefit
Head Office:	Haig Housing, Alban Dobson House, Green Lane, Morden, Surrey SM4 5NS. Haig Housing, Mountbarrow House, 12 Elizabeth St, London SW1W 9RB

Please note that an offer of employment will be subject to satisfactory references and medical report