

# Summary of Conditions

## Income Officer

### Hours of Work

Payment is based on a 35 hour working week. You will be expected to work in a flexible way, which may mean that you would need to attend evening meetings on occasions.

### Salary

The salary for the Income Officer role is *up to* £33,157 plus £1,200 car allowance per annum.

### Leave

The annual leave entitlement runs from April to March and is 22 days (full-time) each year plus an additional 3 days leave between Christmas and New Year when our offices are closed. The leave entitlement increases by 1 day for every year of service up to a maximum of 5 additional days. This entitlement is exclusive of all recognised Public Holidays.

### Pension

There is a defined contribution pension scheme available.

### Place of Work

Our main office is in Epsom. Parking is provided in Epsom for staff who need it.

### Equal Opportunities

Rosebery seeks to act within the letter and spirit of Equal Opportunities legislation and related codes of Practice. We aim to ensure that every employee is treated fairly, regardless of age, sex or marital status, disability (where job related safety requirements are no constraint), religion, Trade Union activity, political belief and sexual orientation.

### Code of Conduct

All employees are required that all employees are expected to fully comply with the Association's Employee Handbook as amended from time to time.

### Salaries

Salaries are paid monthly directly into your bank or building society.