

Assistant Finance Officer

Summary of Terms and Conditions

Type of Contract:	Continuous, Permanent.
Work Base:	University of Southampton Highfield campus, though responsible for activity across all campuses.
Hours of Work:	The hours for the role are between 25 – 35 hours, working a minimum of four days. We are open to the possibility of term-time working for the right candidate.
Right to Work:	If you require a visa (such as a Tier 2) to work in the UK, please note that the Students' Union is NOT a sponsoring organisation and is therefore not able to sponsor you for a visa.
Salary Band:	The salary will be paid, monthly by BACS, on band C of the pay spine currently £19,202 - £20,836 (pro rata) subject to experience. With potential progression to £24,029 (pro rata) through work performance
Salary Progression:	Progression through the salary band is subject to work performance and demonstrating SUSU's competencies / behaviours.
Holiday Entitlement:	20 days per annum (pro rata), rising annually to 24 days (pro rata) per annum after 4 years' continuous service. In addition, there are generally six extra holiday days, when the Union is closed plus the standard 8 bank holidays.
Pension:	Employees will be enrolled to the Southampton University Students' Union Retirement Fund. The employee contributes 6% of salary and the Union 10%
Probation period:	6 months