

TRINITY COLLEGE BRISTOL
TERMS AND CONDITIONS OF EMPLOYMENT

Job Title: Finance Assistant

Place of work: Trinity College, Stoke Hill, Stoke Bishop, Bristol BS9 1JP

Salary: Pro-rata of full-time equivalent of around £22,900 pa

Pension: There is eligibility to join a non-contributory pension scheme

Working hours: Negotiable, but anticipated to be three or four part days per week

Holiday entitlement: Pro-rata 23 days per annum plus bank holidays. The college is normally closed between Christmas and the New Year and this time is taken as additional leave.

Lunches: Free lunches on days you are contracted to work (except for certain weeks during some vacations when not available)

Probationary period: Three months

Notice: One month's notice by employee or employer after successful completion of probationary period

Medical report: The appointment is subject to a satisfactory medical report

Sickness: Standard terms are available for reference in our Employee Handbook

Disciplinary and grievance: Standard procedures are available for reference in our Employee Handbook

Parking: Free in college grounds