

**TRINITY COLLEGE BRISTOL**  
**TERMS AND CONDITIONS OF EMPLOYMENT**

**Job Title:** Finance Manager

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

**Salary:** Pro-rata equivalent of annual salary of upwards of £37,000 (negotiable)

**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 of 23 days per annum plus bank holidays. The college is normally closed for 3 days 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:** Three months' 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