#  **SUMMARY TERMS AND CONDITIONS OF EMPLOYMENT –FINANCE DIRECTOR**

This is a summary of the general terms and conditions of employment of Weslo Housing Management. An individual contract may determine additional terms particular to that appointment and employees should also refer to their own contract of employment.

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| **Hours**  | Normally 37 hours per week.  |
| **Salary** | The salary for this post is £72,450 per annum which is under review pending a companywide job evaluation exercise.Salaries are paid on the 28th of the month. |
| **Car Allowance** | £5184 per annum paid over 12 monthly instalments.  |
| **Contract**  | Permanent  |
| **Annual Leave**  | 30.5 Days annual leave and 7 public holidays.Holiday year runs from 1 March to 28 February. |
| **Company Sick Pay**  | Weslo operates a sick pay scheme which provides for payment inclusive of SSP.

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| **Length of Service** | **Full Pay** | **Half Pay** |
| Less than one year | 5 weeks | 5 weeks |
| One year but less than two | 9 weeks  | 9 weeks |
| Two years but less than three | 18 weeks | 18 weeks |
| Three years but less than four | 22 weeks | 22 weeks |
| Four years or more | 26 weeks | 26 weeks |

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| **Pension**  | Weslo is required by law to automatically enrol eligible employees to its pension scheme. The pension scheme in place is the Lothian Pension Fund. Current auto-enrolment rates are:• **Weslo:** 20.7% of basic salary• **Employee:** from 5.5% of basic salary depending on earnings [tiered contribution rates] |
| **Healthcare Cash Plan**  | A non-contributory Healthcare Cash plan scheme for employees and children under 18 years old. [Option to include partners]. This benefit also includes discounted online rewards portal where members can enjoy exclusive discounts, great deals and cashback on shopping, travel, restaurants and much more. |
| **Health and Fitness**  | 80% of the monthly cost of membership of a health/fitness club up to a maximum of £39.00 is paid for by Weslo, this payment is taxable.  |
| **Attractions and** **Activities** | Weslo has corporate membership /passes to a range of attractions which staff can use through a central booking system at no cost. These include Almond Valley – Mill Farm; Blair Drummond Safari Park; Edinburgh Zoo; Five Sisters Zoo; and Glasgow Science Centre. |
| **Counselling &** **Coaching**  | Free 24 hour confidential counselling with qualified external counsellors. |
| **Smoking**  | All Weslo offices operate a NO SMOKING POLICY. Depending on your role, you may have to enter properties where occupants smoke and therefore there could be an exposure to passive smoking. |