



## **SUMMARY OF TERMS AND CONDITIONS OF SERVICE**

- Post:** Finance Apprentice
- Salary:** £17,909 per annum. There is a cost of living salary review each April.
- Performance Pay:** On successful completion of probation employees are eligible to join a performance related bonus scheme which currently pays up to 5% of salary each financial (April to March) year if targets are met.
- Pension:** Non-contributory 8% of Annual salary paid by the Trust. Individuals may add to this contribution.
- Annual Leave:** 27 days rising to 29 days after 5 years service.
- Head Office:** Our Head Office is a purpose built office in Tottenham Hale, just 2-3 minutes walk from rail, tube and bus services.
- Probationary Period:** The appointment will be subject to a six month probationary period.
- Working Hours:** Newlon staff work a 35 hour week. We also offer the potential of Hybrid working which may allow up to a maximum of 3 days a week working from home depending on the role. This will be discussed with your line manager. A flexi time scheme is operated at Newlon.
- Other Conditions:** All offers of employment are subject to satisfactory references relating to your last 3 years of employment. We will also require you to complete a Health Questionnaire to enable us to identify whether any adjustments are needed to enable you to carry out the role.
- Other Benefits:** Newlon offers a generous benefits package which currently includes a health cash plan, income protection in the event of serious illness and life insurance of four times annual salary.

**These terms and conditions are given for guidance purposes. The conditions outlined above are given without prejudice and do not form part of any legally binding employment contract.**