

Finance Officer

Summary of Terms and Conditions



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| Type of Contract: | Continuous, Permanent |
| Work Base: | University of Southampton Highfield campus, though responsible for activity across all campuses |
| Hours of Work: | 35 hours per week |
| Right to Work: | If you require a visa (such as a Tier 2) to work in the UK, please note that SUSU is NOT a sponsoring organisation and is therefore not able to sponsor you for a visa. |
| Salary Grade: | Grade 4, currently £31,158 to £33,377. A cost of living award is agreed by the Trustees and usually awarded in August of each year |
| Recruitment Salary: | New appointments will be made within the first three points within the salary grade. |
| Salary Progression: | Progression through the salary grade is subject to work performance and demonstrating SUSU's behaviours. |
| Holiday Entitlement: | 30 days per annum. In addition, there are six closure holiday days during Easter and Christmas and 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 |