

Orkney Housing Association Limited Summary of Conditions of Service

Job Title:	Finance Assistant
Salary Scale:	OHAL Band 2; Spinal Points 07-12 ie £20,344 to £25,101 plus Distant Islands Allowance (currently £2,182 per annum) pro rata
Hours of Work:	20 hours per week; to be worked over 5 mornings
Leave Entitlement:	25 days annual leave plus public holidays, pro rata
Place of Work:	Orkney Housing Association Limited 39A Victoria Street KIRKWALL KW15 1DN
Probationary Period:	6 months
Notice Period:	1 month
Salary Payments:	Monthly in arrears by Bank Credit Transfer
Pension Arrangements:	Company Pension