

CHOICE SUPPORT GROUP

SUMMARY OF MAIN TERMS AND CONDITIONS OF EMPLOYMENT

POST:	Senior Business Partner – Finance Team FTC to April 2025
SALARY:	£50,000 per annum
HOURS:	Full-time staff work 37.5 hours per week
PROBATION PERIOD:	6 months.
ANNUAL LEAVE:	27 days annual leave per annum increasing to 28 days per annum after 3 years' service
SICK LEAVE:	Less than 12 months service: Statutory Sick Pay only. After 1 years' service: 4 weeks full pay and 4 weeks half pay. (Please note that sick pay is paid at management discretion).
MATERNITY LEAVE:	Staff with 12 months service before the qualifying week, who intend to return to work following maternity leave: 6 weeks at 90% of average salary (inclusive of SMP); 10 weeks at half pay plus the lower rate of SMP or 90% of average earnings (whichever is the lower) (provided that the combined pay does not exceed the normal full pay); 23 weeks at SMP; 13 weeks unpaid leave
NOTICE PERIOD:	Employer Statutory – Less than 12 months service – 1 weeks' notice. After 12 months service 4 weeks' notice. Over 5 years' service – 1 weeks' notice for each complete years' service up to a maximum of 12 weeks after 12 years or more continuous service. Employee – Two months' notice in writing.
PENSION:	The Group is currently using an auto enrolment pension provider in respect of its duties under part 1 of the Pensions Act 2008. Membership of the scheme is subject to the rules of the scheme as amended from time to time. The Group reserves the right to vary or discontinue any scheme in place from time to time. Auto enrolment employer contributions are currently 3% of eligible earnings for qualifying employees.
LIFE ASSURANCE:	We operate a discretionary death benefit scheme paying up to twice the annual salary.
LOCATION:	Home based but expected to travel and work from Choice Support's premises when required. Frequent travel to our local offices in Maidstone Kent.

Your Terms and Conditions of Employment are a matter of determination by the Company and may be changed from time to time

July 2024