**Terms and Conditions**

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| **Job Title:** | Finance and Payroll Assistant  |
| **Base:** | Failsworth, (Oldham) Manchester  |
| **Hours:**  | 37 hour per week  |
| **Salary:**  | £19,350 |
| **Holidays:** | Annual entitlement is 25 days with an additional 1 day for each completed year of service up to a maximum of 5 years i.e. a maximum of 30 days. The holiday year runs January 1st – December 31st.  |
| **Pension:** | A 6% employer pension contribution payable by the company into the company’s pension scheme. This is dependent on a minimum employee contribution. |