

SWANSEA AND BRECON DIOCESAN BOARD OF FINANCE



RECEPTION & ADMINISTRATION ASSISTANT DETAILS OF EMPLOYMENT

1. **Interview**

Interviews are scheduled to take place on **Tuesday 7th December 2021**. These may take place in person or remotely, dependant on COVID-19 Government restrictions at the time (TBC).

2. **Appointment**

The post is offered on a **permanent contract** and will be offered subject to satisfactory references and a favourable assessment from the medical consultant appointed by The Swansea & Brecon Diocesan Board of Finance.

The successful candidate will be required to produce documentation to comply with the law on preventing illegal working.

The contract of employment will be issued by The Swansea and Brecon Diocesan Board of Finance and is subject to confirmation after six months service.

3. **Remuneration**

The salary offered is £ 19,629 p.a. (pro rata), which is a Grade C on our salary scale.

4. **Expenses**

In accordance with the expenses policy reasonable, approved expenses will be reimbursed.

5. **Hours of work**

This post is offered as a full-time contract, 35 hours per week. A job share would be considered for the right candidates. Normal office hours are 9.00 am to 5.00 pm, Monday to Friday.

6. **Holiday Entitlement**

In addition to bank holidays there is an entitlement to 20 working days paid holiday in each calendar year of employment. These will increase by one additional day up to a maximum of 25 days for each complete year of service. An additional 3 days leave must be reserved each year for the Christmas period as directed. This entitlement is pro-rated based on a 35-hour week.

7. Location of work

Due to COVID-19 Government advise, all staff are currently working remotely from home. When restrictions allow this position will be based at The Diocesan Centre, Cathedral Close, Brecon LD3 9DP. There is, however, potential flexibility for remote working to continue or a blended working arrangement to be agreed for the right candidate, although regular office visits will be required. Arrangements to be made at the time of appointment.

8. Pension

Swansea and Brecon Diocesan Board of Finance have two pension schemes, either of which are available to you; a workplace pension scheme which is designed to automatically enrol and a company personal pension scheme.

Contribution rates for the workplace pension scheme are:

Employers contribution: 3% of basic pay

Employees contribution: 5% of basic pay

Contribution rates for the company personal pension scheme are:

Employers contribution: 15% of total earnings

Employees compulsory minimum contribution: 5% net of total earnings

9. Notice Requirement

1 month.