

MERTON VOLUNTARY SERVICE COUNCIL (MVSC)
Conditions of employment and appointment procedure

- 1. Job Title**
Head of Finance and Resources.
- 2. Salary**
Starting salary circa £38,000 pro rata.
- 3. Hours of Work**
28 hours per week, flexible over 5 days.
- 4. Holiday Entitlement**
28 days plus statutory and bank holidays pro rata for part time post.
- 5. Place of Work**
Vestry Hall, London Road, Mitcham CR4 3UD.
- 6. Pension Scheme**
The post holder will be requested to join the MVSC Pension scheme.
The employer's contribution will be 5% of the salary.
- 7. Union Membership**
The postholder has the right to belong to a Trade Union of their choice.
- 8. Accountability**
The MVSC Trustees are responsible for the governance of MVSC and this post will be line managed by the Chief Executive Officer.
- 11. Appointment Procedure**
The closing date for receipt of applications is noon Monday 3rd August 2020. Formal interviews will be held during August 2020 and applicants will be notified by telephone if they are to be invited for interview. Interview arrangements will be confirmed in writing.