

## **Financial Planning & Analysis Manager**

### **Salary**

The salary details for this post are:

Spot salary: £43,500pa

### **Car Allowance**

This post has a car allowance of £2,500 pa

### **Annual Leave**

The annual leave entitlement is 30 days per annum, plus bank/public holidays.

### **Working Hours**

You will be required to work a minimum of 37 hours per week (averaged over a four week period). There are no normal hours as such. You will be required to work such additional hours as may be required for the proper performance of your duties (including work during evenings and weekends and attending out of hours meetings if necessary) without further remuneration

### **Office Hours**

To be agreed with Line Manager

### **Location**

This post will be based in Barbury House, Swindon, SN5 7HB

### **Pension**

GreenSquare operates a pension scheme administered by the Pensions Trust, which you will be eligible to join.

### **Training**

GreenSquare is committed to the development of all staff, and opportunities will exist for on-the-job, vocational and professional training. We operate a performance appraisal system which incorporates an annual review and regular one-to-ones, to manage performance and develop staff to achieve their full potential.

### **Contract of Employment**

We are offering a permanent contract of employment. Confirmation of appointment will be subject to:

- satisfactory medical clearance - we will ask you to complete a medical form, on a confidential basis, which we will send to our medical adviser.
- satisfactory references – we ask for two references, one from your current or most recent employer
- sight of original education or professional certificate(s)
- proof of eligibility to work in the UK

### **Probationary Period**

This post is subject to a probationary period of six months

**Notice Period**

The notice period for this post is 3 calendar months.

**Well-being**

GreenSquare provides an independent counselling service to staff, which includes debt counselling and a general information line on a wide range of family, health, employment and other subjects. The service is totally confidential, free and is accessed by telephone. It is available 24 hours a day, 365 days a year to employees and their families. The service also provides for up to 5 face-to-face counselling sessions.

GreenSquare is developing policies to actively promote and encourage work/life balance.

We operate a no-smoking policy in all our offices, to promote a healthy working environment.

Free eye-sight tests for VDU users are provided.

**Other Benefits include:**

Childcare voucher scheme

1 professional subscription fee per annum

Up to £75 per annum towards the cost of gym membership

Ability to buy and sell leave

Long Service Award

**Interested?****Want more information about the job?**

For an informal discussion about this post, please contact Colin Bloodworth, Head of Development Services on 01793 602823.

**Want to Apply?**

If the opportunity to make a difference in the UK housing market working for an organisation that takes its corporate social responsibility seriously sounds appealing, then send your covering letter and CV to [jobline@greensquaregroup.com](mailto:jobline@greensquaregroup.com)

*The closing date is noon on 20 September 2010*

This statement is for guidance only and does not form part of the Terms and Conditions of Employment.