CANDIDATE INFORMATION SHEET
Finance & Payroll Administrator

TERMS OF APPOINTMENT

Manchester Affiliated
This is a permanent position. We are currently promoting hybrid ways of working where post-holders can work from home but will also be required to work from our Manchester City Centre office at the line managers discretion. The anticipated level of office attendance is once every two weeks, with all travel costs borne by the post-holder. This may be more frequent during the first six months of the role.

THE BENEFITS PACKAGE

Remuneration
The starting salary for this role will be £19,308, based on a 37.5 hour working week. MAG has a system of incremental pay increases, up to a limit, based on length of service in the role. Further information will be provided to the successful candidate.

Other Benefits



Leave: Annual Leave starts at five weeks each year and increases with service to six weeks.

We also offer paid sick leave, and the amount of the entitlement increases with service. Once you've been with MAG for two years, you're entitled to 13 weeks. MAG also has policies on compassionate leave, emergency family leave and other family friendly leave, including maternity, paternity and adoption leave.



Other benefits: MAG has a number of other benefits in place, including:

Pension: MAG has a salary sacrifice group personal pension plan in place, and matches employee's contributions up to 5%.

Ride to work bike scheme: This enables employees to buy a bike using the Governments salary sacrifice scheme - 'Cycle to Work'. You can save on the price of a bike and accessories through income tax and NI savings (another salary 'sacrifice'), up to a maximum of £1,000.

Insurance: MAG provides personal accident insurance and life assurance to all staff, as well as medical and repatriation insurance for any period spent overseas whilst working for MAG.

Professional Subscriptions: MAG will pay for the cost of your annual subscription/membership fee for one professional body in certain circumstances.

Employee Assistance Programme: MAG offers free access to Health Assured, a service providing 24/7 confidential support and expert advice on a wide range of issues.

OTHER TERMS

Working Hours: The normal working week is 37.5 hours, Monday to Friday, from 9.00am to 5.30pm with a one hour unpaid lunch break. However, we encourage individuals to find a working pattern that provides them with the best work/life balance possible, and are open to talking about flexible working. MAG has a flexible working policy and the details of this can be provided on request.

Probation: The postholder will be subject to a six month probationary period.

APPOINTMENT

Medical clearance: MAG requires all employees to show they are likely to be able to give regular and effective service in the duties of the post. All offers of employment will be subject to medical clearance and the successful candidate will be required to complete a medical form.

References: All offers of employment will be subject to the receipt of professional references satisfactory to MAG and in accordance with MAG's Background Checks Policy, and verification of your professional membership and qualifications. MAG requires references from your two most recent organisations and which cover the entirety of the last three years of employment. Your referees should be your direct line managers and be official organisational references. If your most recent line managers are only able to provide personal references, we will require additional organisational reference details from you and will discuss the process with any successful candidates.

MAG also participates in the Inter Agency Misconduct Disclosure Scheme. In line with this Scheme, we will request information from job applicants' previous employers about any findings of sexual exploitation, sexual abuse and/or sexual harassment during employment, or incidents under investigation when the applicant left employment.

Further information on MAG's reference checking process will be provided to the successful candidate.

Anti Terrorism: To ensure compliance with donor requirements, all offers of employment will be subject to satisfactory screening through MAG's anti-terrorism software.

Police/Criminal Records Check: In order to ensure MAG is fulfilling its safeguarding obligations, we require certain roles to undertake a DBS check. This role has been identified as requiring a basic criminal records check on appointment and once every three years during employment. If you have lived overseas in the last six years, you may also be required to complete a check in that jurisdiction, and MAG will support you to do this. You will also be required to make a criminal record self-disclosure on appointment. Further information on MAG's police/criminal records check process will be provided to the successful candidate.

Responding to a Criminal Conviction: MAG will not discriminate unfairly on the basis of a conviction or other information revealed, and is committed to equal opportunities in employment. Declaration or discovery of a criminal history will not automatically preclude a person from being or remaining employed.

Asylum and Immigration Act 1996: You will need to show evidence of your eligibility to work in the UK. Further information will be provided when an offer of employment is made.

Data Protection: MAG is an international organisation with programmes worldwide, many outside of the European Economic Area (EEA). In submitting an application to MAG you are agreeing, in accordance with the European General Protection Regulation 2018, that MAG can hold, transmit and use personal information, such as that contained in application forms and CVs, for the purposes of assessing suitability for employment with MAG or for project and proposal resourcing. This information can be stored in manual and/or computer form and due to the locations in which MAG works, may involve transmission outside of the EEA. You should be aware that protection for personal information may not be equivalent to the protection provided in the EEA. However, MAG will seek to uphold the same standards of security and respect when processing your data across our organisation. Information will not be shared with third parties without express agreement between the individual and MAG during this process of application for employment. All recruitment information collected during the application process will be confidentially destroyed 6 months following the end of the recruitment campaign.

Response Instructions: Application is by completed application form. This document should be submitted to humanresources@maginternational.org by the closing date of **27th February 2022**.

Please note applications will be reviewed on a rolling basis and MAG reserve the right to close the advert before the advertised closing date. We therefore would recommend that interested applicants apply as soon as possible.

Interview Arrangements: Interviews will be held via Microsoft Teams. If you have been shortlisted you will be contacted by e-mail to confirm interview arrangements. If you have not been contacted within three weeks of the closing date, you should assume that your application has not been successful.