



## **BOWLS SCOTLAND – ADMINISTRATIVE OFFICER ADDITIONAL INFORMATION**

### **Contract:**

Permanent on successful completion of a six-month probationary period from the date of employment.

### **Holidays:**

The Employer's holiday year runs from 1<sup>st</sup> January to 31<sup>st</sup> December inclusive. Your full-time entitlement to holiday would, in addition to 10 days public holidays, be 25 working days paid holiday in each year.

### **Pension Scheme:**

The governments' auto-enrolment scheme will be available to you. More details will be made available at appointment stage.

### **Expenses:**

You will be entitled to be reimbursed for all reasonable expenses properly incurred in the performance of your duties in accordance with Bowls Scotland Financial procedures.

### **Salary:**

£17,500

### **Contracted hours:**

35 hours per week.

From time to time, there will be a requirement to work evenings and weekends. This will be arranged in advance with your line manager and will take account of the normal, agreed hours of work.