



HILLHEAD HOUSING ASSOCIATION

SUMMARY CONDITIONS OF SERVICE

September 2025

POST:	FINANCE & CORPORATE SERVICES ASSISTANT
GRADE:	EVH Grade 6 (PA17 – PA20)
SALARY:	£34,745 - £37,984
HOURS OF WORK:	35 hours per week (normal working hours 9am – 5pm)
LOCATION:	2 Meiklehill Road, Kirkintilloch G66 2LA
HOLIDAYS:	25 Days per year, plus 15 statutory holidays
PENSION:	Member of SHAP Pension Scheme (Defined Contribution)
NOTICE PERIOD:	4 weeks