

SUMMARY OF TERMS AND CONDITIONS OF SERVICE  
ONE-YEAR CONTRACT

**PAY POINT G**

This is a summary of the principal terms and conditions for a temporary role at Pay Point G at the Commonwealth Secretariat. These terms and conditions are non-negotiable.

<b>General</b>	Candidates must have the right to work in the United Kingdom.
<b>Contract Term</b>	This temporary appointment is on a limited term contract of one year.
<b>Eligibility to work In the UK</b>	Appointments are subject to eligibility to work in the UK, if applicable.
<b>Probation</b>	This appointment is subject to a six-month probationary period.
<b>Period of Notice</b>	<p>The appointment may be terminated by the Secretariat by giving five week's notice.</p> <p>The staff member may resign at any time upon giving five week's notice.</p>
<b>Annual Leave</b>	Subject to the terms of the letter of appointment, each full-time staff member shall accrue annual leave at the rate of 30 working days per year. Annual leave will be pro-rated in accordance with hours worked. Leave without pay will not qualify for the earning of annual leave entitlements.
<b>Salary Point</b>	<p>£64,704 gross, <i>pro rata</i>.</p> <p>Salary is paid monthly (normally on the 25th) directly to the Bank, and is subject to deduction of Commonwealth Secretariat internal income tax paid at UK income tax rates and National Insurance contributions.</p>
<b>Allowances</b>	None. The salary given is fully inclusive.
<b>Hours of Work</b>	36 hours per week.