

## Finance Officer

Dear

This letter constitutes your contract of employment with the **zambesi mission (zm)**. It sets out the terms and conditions of your employment with **zm** in the UK and supersedes all previous contracts of employment.

**1. Role:** As described in the relevant job description. You will be accountable to the Mission Director and work under the professional supervision of the Treasurer, or his delegated representative.

**2. Date of Commencement and Probationary Period:** This contract is to take effect from 1<sup>st</sup> January 2021. It is subject to a probationary period of six months.

**3. Working Hours:** The standard working hours are 7.5 hours per day. Your employment is for 1½ days per week, i.e 11.25 hours per week. The actual days you work and your precise hours will be as agreed with the Mission Director.

**4. Remuneration:** You will be paid monthly at the rate of £23,000 pa (pro rata, based on a five day working week). Salaries are usually reviewed annually and paid less statutory and other lawful deductions. Overtime is not usually paid.

**5. Pension:** You will be enrolled on **zm's** pension scheme, into which **zm** as employer contributes 8% of your monthly salary. The scheme is administered by Global Connections.

**6. Annual Leave:** For purposes of calculating leave entitlement, the "leave year" will be the calendar year, 1 January to 31 December. In addition to all statutory and public holidays, your annual holiday entitlement will be 25 days p.a (pro rata), initially rising by 1 day for every completed calendar year of service to a maximum of 30 days p.a. The date you started working for **zm** (1<sup>st</sup> January 2021) should be used for the purposes of calculating holiday entitlement.

Leave should be agreed in advance with the Mission Director and should not be carried over to the next calendar year except in exceptional circumstances and with prior agreement.

**7. Sickness Absence:** In the event of absence through sickness, you should:

- Notify the Mission Director, on the first working day of your absence, if possible by 10.00 am, giving the reason for absence and possible duration;
- If sick for between 4 - 7 days (inc. Saturday, Sunday and statutory holidays) alert the Mission Director confirming the reason for absence and expected date of return;
- If your illness lasts 7 calendar days or more, consult your doctor who will issue a medical certificate. Continue to send up-dated medical certificates promptly to **zm** throughout your period of sickness;
- Upon return to work, complete a sickness absence self-certification form.

N.B. **zm** reserves the right to refer you to a nominated medical practitioner in the event of a need for further medical advice and/or a second opinion.

If you are absent from work through sickness or accident, and subject to full compliance with the procedure above, **zm** will grant paid sick leave, reduced by any statutory sick pay provision, in any 12 month period, of up to 6 months on full pay followed by up to 6 months on half pay, after which your contract may be terminated. In the case of extended illness, a further 12 month period would commence only after 3 months return to work.

**8. Work Base:** You will work from the **zm** office in York Baptist Church, except as otherwise agreed in conjunction with the Mission Director.

**9. Equipment:** All necessary equipment to enable you to fulfil your duties will be provided by **zm** as agreed with you.

**10. Expenses:** Any reasonable out-of-pocket expenses incurred in carrying out your work will be reimbursed. In the case of car mileage, this will be paid at the mileage rate **zm** applies to all UK-based staff, currently 45p per mile up to 10,000 miles per annum and 25p per mile thereafter in any year. When public transport is more economical and/or convenient, public transport expenses will be reimbursed.

Except for special occasions e.g. birthdays or Christmas, all personal gifts given to you in the course of your duties, and all contributions to expenses should be passed to **zm**.

**11. Hospitality:** The mission will pay a hospitality allowance, at the rate applicable at the time, if you are called on to provide hospitality for the mission.

**12. Confidentiality:** During your employment with **zambesi mission**, you will be party to confidential information concerning the mission and its staff and supporters. You shall never breach confidence, or allow sensitive information to be disclosed (except in the proper course of employment), and must at all times abide by **zm's** data protection policy.

**13. Disciplinary Procedure:** The disciplinary rules applicable to your employment are set out in the enclosed disciplinary procedure.

**14. Grievance Procedure:** If you have any grievance relating to your employment by **zm** you should apply in writing in the first instance to the Mission Director for the purposes of seeking redress. If the matter is not resolved at this level, the subsequent steps in **zambesi mission's** grievance procedure are set out in the enclosed document.

**15. Notice.** You will be required to give, and would receive, other than for reason of gross misconduct, three months' notice in writing.

**16. Agreement.** The above terms and conditions, together with any others that are agreed mutually with you in the future, will apply to you as part of this contract. This contract also includes agreement that you:

- fully agree with the Christian objectives of **zambesi mission**;
- wholeheartedly accept the Statement of Faith of **zambesi mission** (previously sent); and
- undertake to express that Faith in consistent daily living according to the Code of Practice of the **zambesi mission** (previously sent).

N.B. These terms and conditions are as required by law to be recorded in writing. It is however the desire and intention of the Trustees of **zm**, that the employment should be governed by the relationship that exists between Christian believers, and that any problem or seed of conflict should be openly and honestly discussed and action which is just and honourable ensue.

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To this end, you should feel able to discuss confidentially with the Mission Director and/or the Trustees and Council members any matter affecting that working relationship in relation to you, or to any staff for whom you may be responsible, and to be assured that your welfare and that of any staff, and the working relationships in the Mission, are of the highest concern to the Trustees of **zm**, whether in terms of practical, physical or spiritual matters

The sole purpose of the Mission is to commend the Person and the Work of the Lord Jesus Christ to the community in which we are placed - in the United Kingdom or Malawi or northern Mozambique, and this is to be pursued, not only through the objectives of **zambesi mission**, but also in the manner in which they are achieved.

Please signify your acceptance of the above, which is being sent to you in duplicate, by signing below on both copies and returning one of these to the **zm** Mission Director, (retaining the other copy for your own records). Please also sign individually and return 1 copy each of the Statement of Faith and the Code of Practice (again retaining the extra copy of each for your information).

Signed ..... (*Michael Beresford, Mission Director, zm*)      Date.....

Signed .....      Date.....