

**SUTTON HOUSING SOCIETY LTD**  
**1A Trickett House, 125 Brighton Road, Sutton, Surrey SM2 5SN**  
**Tel: 020 8642 1500 Fax: 020 8770 1661**

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**Terms and Conditions (Summary)**

**Post: Temporary Income Recovery Officer**

1. Salary                      £20,000- £24000 per annum (pro rata)  
Plus essential car user allowance (£91.25 per mth)
2. Hours                      To work 21 hours per week.
3. Holiday                    25 working days per year. Following completion of three calendar years of employment with the Society from the date of this contract, annual leave will increase by one day per annum to a maximum of 30 days. The leave year commences 1<sup>st</sup> April. Part time posts pro rata accordingly.
4. Contract                    This is a temporary three month contract.