


# Citizens Advice Scotland

## Personal Assistant to CEO/COO (job share)

### Further Details



<b>Hours of work</b>	21 hours per week, Monday to Wednesday
<b>Contract Type</b>	Permanent
<b>Annual Leave</b>	40 days, including 10 public holidays (pro-rata for part-time employees)
<b>Pension Scheme</b>	Automatic enrolment to a defined contribution pension scheme provided by Standard Life. The employer contribution is 8%, with a 4% employee contribution.
<b>Flexible Working</b> 	<p>We have a flexi-time scheme which enables our staff to work flexibly in line with organisational requirements.</p> <p>As an inclusive employer we are also happy to consider other flexible working arrangements where appropriate.</p>
<b>Other benefits</b>	<ul style="list-style-type: none"> <li>Flexi-time Scheme</li> <li>Employee Discount Scheme</li> <li>Childcare Vouchers</li> <li>Season Ticket Loans</li> <li>Cycle to Work Scheme</li> <li>Capital Credit Union</li> <li>Discounts on gym membership</li> <li>Fair Day Loans</li> <li>Support with purchase of glasses for VDU use</li> <li>Employee Counselling Service</li> </ul>
<b>Equal Opportunities</b>	Citizens Advice Scotland is committed to promoting equal opportunities and eliminating unlawful discrimination, by encouraging equality and diversity both amongst our workforce and in the delivery of our services.