



**COMMONWEALTH WAR GRAVES COMMISSION FACT SHEET FOR
PAYROLL AND COSTINGS ANALYST, BAND C, MEDITERRANEAN AREA (MA)**

Contract Type	Permanent, Full Time
Hours of work	37.5 hours per week Monday – Thursday 08:45-17:00 (including 30 minutes break) Friday 08:45-15:00 or 15:30 (Flexible working hours)
Type of Employment	Permanent Contract
Annual Leave	23 days per annum. Annual leave will increase with length of service until the maximum of 30 days has been reached
Public Holidays	In accordance with Cyprus Conditions of Service
Privilege Holidays	Paid office shutdown between Christmas and New Year
Pay	Dependent upon skills and experience
Probation	6 months
Notice	During probationary period two week's notice on either side, thereafter one months' notice
Sick Absence	In accordance with MA Area Office Conditions of Service
Other Benefits	Provident Fund, Medical Insurance

To apply send your C.V and covering letter in English to ma.careers@cwgc.org by 17th May 2019. **Only shortlisted candidates will be contacted.**

All applications will be treated in the strictest of confidence. The CWGC is an equal opportunities employer.

Appointment will be subject to proof of original educational and/or professional qualifications for the role, two satisfactory employment references and proof of right to work in Cyprus