

Supply Chain Coordination Limited

Akshay Shah
59 Ropewalk Court,
Upper College Street,
NG1 5BJ,
Nottingham

Supply Chain Coordination Limited
Skipton House
80 London Road
London
SE1 6LH

Email: SCCL-HR-Team@supplychain.nhs.uk
www.supplychain.nhs.uk

6th April 2023

Dear Akshay,

RE: Unconditional offer letter

First of all, congratulations! I am delighted to offer you the position of Finance Compliance Associate with a provisional start date that has been agreed as Wednesday 19th April 2023. This letter sets out all the key offer information for you.

Your SCCL Grade is G and I can confirm that your annual salary will be £32,850 (plus bonuses), which is payable monthly in arrears by direct bank credit transfer on the 28th day of every month or the preceding day where the pay day is a Bank Holiday, Saturday or Sunday.

You will be required to work a minimum of 37.5 hours between Monday to Friday; this is exclusive of a minimum of 30 minutes to be taken for lunch. Please note though that we reserve the right to vary these times as necessary to meet the changing needs of our business. You will be primarily based at Equinox House, City Link, Nottingham, NG2 4LA.

As explained at your interview, this job offer is made subject to satisfactory results from necessary pre-employment checks. There will also be a probationary period of 3 months' probation which will have to be completed satisfactorily. During the probationary period, your notice period is one week's notice by you or SCCL; after the probationary period, your notice period will be 1 week.

Holidays:

Your annual holiday entitlement is 29 days annual leave plus bank holidays, which will be prorated based upon your start date. From the commencement of each new holiday year (April 1 – March 31), you will be able to purchase up to an additional 5 days holiday.

Employment Benefits:

You will be eligible to a non-contractual company bonus scheme which will take into account specific performance targets notified to you by your line manager. The bonus will be up to

Supply Chain Coordination Limited, a company registered in England and Wales.
Registered number: 10881715.

Registered office: Skipton House, 80 London Road, London SE1 6LH

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We invest in people Standard

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10% of your basic annual salary (stretch max) for this role.

Upon joining the organisation, you will be automatically enrolled into the core element of the SCCL Flexible Benefits Scheme. Prior to the start of each financial year (1 April) you will be invited to join the full Flexible Benefits scheme, entitling you to up to 4% of your basic annual salary for a range of benefits.

Pension Scheme:

Once you start with SCCL you will automatically be enrolled into our defined contribution pension scheme which is run by NEST.

You must contribute a minimum of 3% and will be automatically enrolled at this amount but you can increase this should you wish to do so. SCCL will double what you contribute to maximum of 12% (i.e. you contribute 6%, SCCL contribute 12%).

Colleague Contribution	3%	4%	5%	6%
SCCL Contribution	6%	8%	10%	12%

You can, of course, choose to opt out of the pension scheme but please read the details of the scheme before making any decisions regarding opt out. Further information of the scheme can be found at www.nestpensions.org.uk.

What happens next?

Accept this offer of employment via electronic signature. By accepting this offer, it means that you can confirm that you are able to accept this job and carry out the work that it would involve without breaching any legal restrictions on your activities, such as restrictions imposed by a current or former employer.

We will start to complete your pre-employment checks. If you have not already done so, please ensure that you send us your right to work documents. I have attached list of the documents that we can accept to this letter but do give me a call if you're not sure.

Look out for your Contract of Employment as this letter along with these Terms and Conditions of Service will apply to your post and together form your contract of employment.

If you have any queries on the contents of this letter, the pending Contract of Employment or the pre-employment checks, please do not hesitate to contact me on the details below.

I am delighted to offer you this opportunity and look forward to you joining SCCL and working with you.

Supply Chain Coordination Limited

Yours sincerely,

DocuSigned by:

Jamie Lee Richardson

Jamie-Lee Richardson
Recruitment Business Partner
Supply Chain Coordination Limited
Management Function of NHS Supply Chain

I acknowledge receipt of this letter and do accept this offer on the terms stated.

I understand that my employment is subject to satisfactory references, medical clearance,
proof of qualifications, ID and right to work checks

DocuSigned by:

Signed: Ashley Shale

06 April 2023

Date: _____