



Count on us for service and results

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Elite Academy

THE INDUSTRY – The Recruitment Industry has an annual turnover of "**£27 billion in the UK, with over 100, 000 people working within the industry**" this demonstrates that The Recruitment Industry is a robust and formidable career option, but also a highly skilled industry for ambitious and driven individuals that are serious about their career. Finding these gifted and talented people to join us can one of our greatest challenges at Accountancy Divisions.



And so does Accountancy Divisions.....

What about us...ACCOUNTANCY DIVISIONS?

To an outsider, a job in The Recruitment Industry might seem like good fun. To work in a dynamic growth industry, assisting some of Britain's top companies find the right finance staff and by definition, sourcing the best product in the world – a human being, what could go wrong? In fact a lot could go wrong, being an honest broker between Hirer's and Candidates means divided loyalties and each party comes to the table with differing priorities. Managing this process is no easy task, especially in a highly competitive industry.

To that end Accountancy Divisions has devised and implemented an "Elite Academy" for ex military services personnel, to learn how to be an "Ultimate Recruiter" and equip them to join our top teams. Integral to this process is continued learning and development, mentoring from the best and the opportunity to go on to "lead" their own "troops" at Accountancy Divisions, a career aspiration made possible by our continued and ambitious growth plans.

Accountancy Divisions was established in 2003 by a management team that was instrumental in the creation and development of two of the UK's largest specialist's recruitment businesses.

By specialising in this large, highly competitive market place, we have given our Recruitment Consultants the time, training and resources to ***"work in partnership with their clients to provide innovative human resource solutions"***.

***"UNPARALLELED CAREER OPPORTUNITIES
FROM TRAINEE TO DIRECTOR"***

What about the Training at Accountancy Divisions?

"I hated every minute of training, but I said, "Don't quit. Suffer now and live the rest of your life as a champion." Muhammad Ali

Core to the ITC (Initial Training Course) is a full understanding of what we term as the "3 Cycles of Recruitment" and this include the **Candidate/Client-business development/Jobs**

We don't see your training as something that lasts for a period of time, and then you are a Recruiter, we see your training as "from day 1, and career wide". However, the first 3 months will involve a more intense approach to your initial development to allow you to develop the core working practices required to go from "good to great" and become a competent professional within The Recruitment Industry.

OVERVIEW: The 3 month "Initial Training Course" (ITC) for new comers to learn the 3 cycles of recruitment, is both theoretical and practical incorporating on desk tuition, formal days of training, role plays, and under supervision, live practical experience of working at your desk. All of these activities are supported with a personal "Log" book so you can track and assess your own performance levels alongside your Line Manager's tuition and support.

Cycle 1 – The Candidate Cycle

This trains you in the fundamentals of accountancy knowledge, candidate generation, candidate interview techniques and control, CV writing, advertising and ultimately the development of a candidate database of excellent candidates formatted and maintained to offer your clients the right Human Resource solution to their vacancy requirements.

Cycle 2 – The Business Development/Marketing Cycle

This teaches you how to generate vacancies through building targeted relationships with the right industry decision makers. This cycle is underpinned by working practices that generate business relationships identifying those clients most likely to require your recruitment services and includes business development training, a consultative service, lead conversion training, how to profile your candidates to the right recruiter, business mailshots etc.

Cycle 3 – The Job Fill Cycle

Essentially solid business relationships lead to jobs for you to fill. This cycle concentrates on the core skills required to both consultant and control the vacancies sourced that lead to the generation of fees and includes everything from gaining a full Job Proforma, gaining interviews for the right candidates, fee negotiation etc.

The End Result

Because all 3 cycles are interrelated, overall success in our industry is dependant on actioning the right activities in the right way within all the cycles. The objective of the Elite Academy is to prime our trainee consultants from an x military background and polish their practical performance in a way that is consistent with the Accountancy Divisions ethos of service to both candidates and clients alike.

Within our highly competitive market place, performance can't be left to chance; consistency, unequivocal work practices and a sense of responsibility are instilled in each member of the Elite Academy, which eventually becomes second nature. Our view is that Accountancy Divisions Elite Academy is an investment in our greatest asset, our consultants, with the result that our clients and candidates return to us time and time again.

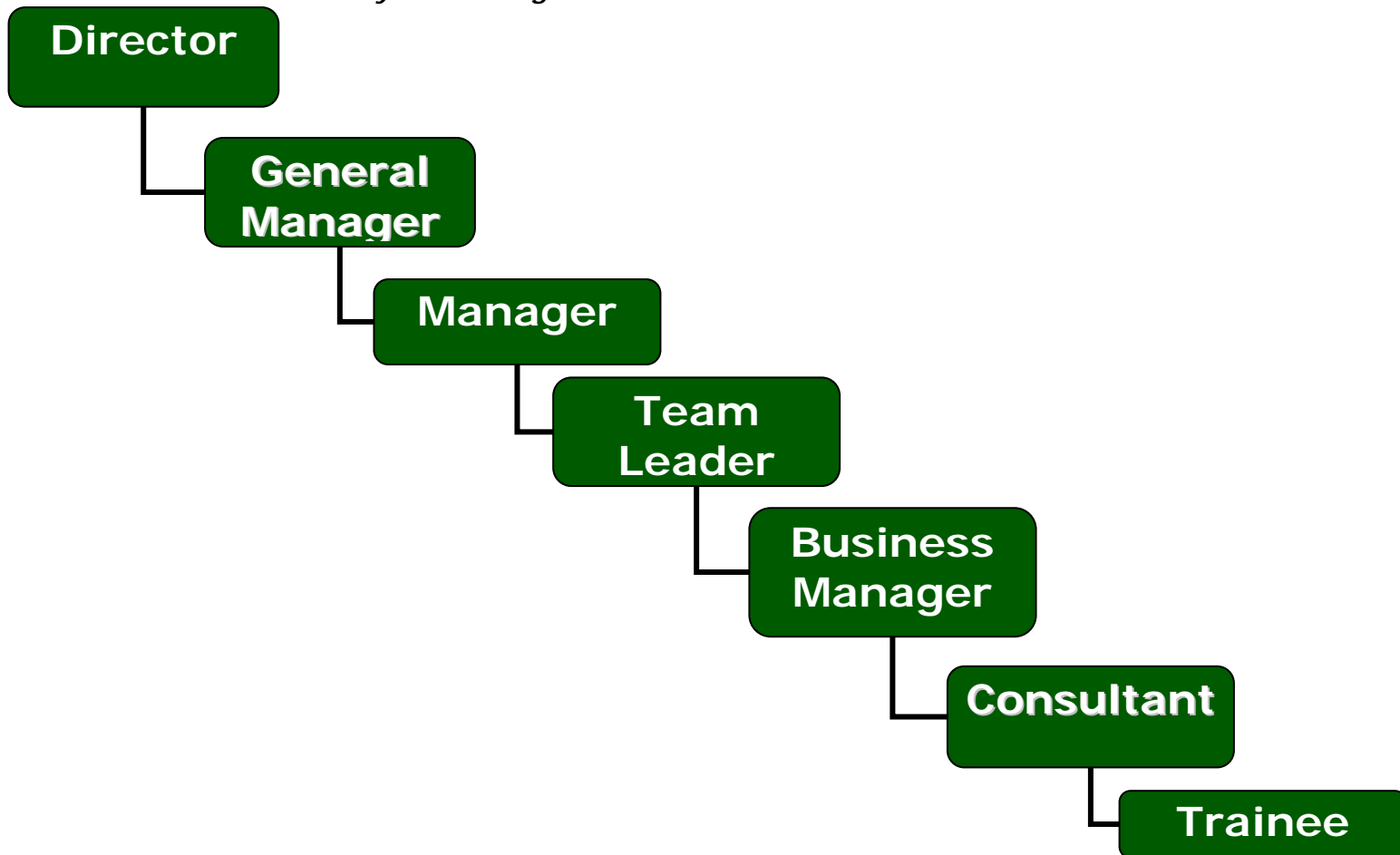
Personal Growth and the Role at Accountancy Divisions

There are "*core competencies*" (behaviours) that we believe identify individuals that will excel in the role as a recruitment specialist, you have probably utilised these core skills (competencies) in other areas of your life to date (military training, tough promotional targets, overseas tours etc). We believe these competencies are (but not limited too)

- "*Past achievement challenging goals*" and demonstrating resilience in achieving them.
- An internal desire and "*motivation to succeed*" both reaching and exceeding revenue, milestone career points and personal objectives
- The ability to self-manage, "*organise and plan*" effectively, both on a day-to-day and long-term basis.
- The ability to negotiate and "*make business judgments*" based on a variety of factors (including market, client and candidate knowledge leading to fee generation and long-term impact and growth within your market).
- The ability to "*build effective relationships*", communicating clearly and sharing information with the teams you work within, clients, candidates and colleagues within parts of the business.

Career Progression at Accountancy Divisions

"Accountancy Divisions greatest asset is our staff". Our commitment to our



Elite Academy intake is to **"offer EX- Military professionals the opportunity to embark on a career that allows bespoke and effective training, the ability to earn an exceptional living through a good salary and bonus structure and the opportunity to develop into a leader within our business"** We offer a highly competitive **basic salary, bonus structure** and a **YEAR ONE, Special Forces Achievement Bonus of £5,000** for attaining the level of Recruitment Consultant.

But where can you go from there.....

All of our current **Team Leaders** and **Managers** are "home grown" they come directly from our "troops" and have developed skills, behaviours and success's and shown exceptional leadership skills that has placed them in a position to be selected on to our "Fast Track" management program. Above you will see our career structure and the timelines to achieve these positions are placed within your own hands in terms of your levels of success once we have trained you to be a competent and successful professional.

They say past performance is a likely predictor of your future success, however, it is useful to see how our most recent "Elite Academy" consultants are finding their training, development, positions within recruitment and motivating for making recruitment a career choice. See below two profiles from our latest x-military recruits.

James Brown – Royal Logistics Corps

Who I am:

I joined the Army (Scots Guards, then later Royal Logistic Corps) at the age of 16 as a Junior Leader. During my Career, I have served in a number of posts, varying from Instruction to Recruitment and Logistics. Out of my 24 year service, I spent 10 years based in Germany with various Units, dealing with Training and Assessment as well as conducting a number of Operational Tours in areas such as the Balkans, Iraq and Afghanistan.

Why I left the Military:

I completed my Colour Service at the age of 41, and rather than taking the option to enter into another 2 year contract, I left with a full pension and stepped out into the Civilian Employment Market.

Why considered Recruitment as a career option:

Having spent some time with a Civilian Training Provider, and then a Private Employment Agency, I found that Recruitment was the next natural step. Coming from a background where people were always my 'currency', I feel that I am very well suited to the world of Recruitment!

Why I joined Accountancy Divisions

Accountancy Divisions has proven to be an excellent environment for me and my approach to Recruitment. There is a wide range of talent and backgrounds, from the Forces (UK, USA), to the Retail Sales Industry and Recruitment itself. It is a company that has pedigree, successful history and above all, like-minded colleagues and mentors. Everyday is not only a positive challenge, but a rewarding experience in terms of personal and professional gains.

How I have been trained:

The training provided by Accountancy Divisions can be seen as second-to-none in this sector. It is a structured, well developed and measured process, that allows you the time to make the mistakes and learn from them! The process of training is continuous, and involves everyone in the business, from the Managing Director, through to the Executive Directors, with daily input from the Consultants and Administrators.



Name and rank SAC Christopher Hare

Royal Air Force Career (Unit, function, length of service etc)

I served in the Royal Air Force as a Survival Equipment Fitter for just over 5 years. My main time was working in 33 Squadron. This is a Puma Helicopter Squadron meaning my day to day role was repair and rectification of aircraft and aircrew equipment, eg helmet, night vision goggles. Whilst at my time at 33 Squadron I served in Iraq at Basra Air Base and also assisted in the air support from Kuwait.

Whilst in Basra, Iraq I served on the front line as support to the Army and Marines.

Why I left the military

I left the Royal Air Force as I wanted to pursue my future career without chance of moving base on deployment. I felt that it was the right time as my age would give me enough time to be successful and secure my future.

Why did I choose recruitment as a career?

I always wanted to use my communication skills that I had developed in the forces, to speak to anyone no matter rank or title. I felt this gave me a great step into the world of sales and the constant moving and meeting new people gave me the confidence to build relationships quickly and to be able to match personalities. I also wanted a career that has great earning and promotional opportunities whilst being a consistently challenging role.

How Accountancy Divisions has Trained and developed me.

The training and guidance I have received at Accountancy Divisions has helped me become a confident and successful recruitment consultant. My first placement came very early in my Accountancy Divisions career as it was the first candidate I interviewed and was offered the job at the end of my first week. This achievement was extremely satisfying and left me hungry to try and add to achieve more placements. This was achieved through the hands on and focused training I received via the "on desk" and ITC training, however, the refreshing part is that this training continues alongside the daily support and encouragement of my Manager and Director.



So for a career within Accountancy Recruitment with a well established and respected recruiter please read on and see how your career would develop.....

ONCE OFFERED A CAREER WITH ACCOUNTANCY DIVISIONS YOUR CAREER PATHWAY FOR YOUR FIRST YEAR WILL LOOK LIKE THIS

Month 1 to 3 -Introduction to the Model Consultant

Induction and "Accountancy Made Simple" training

Full team integration and "on desk" training on the 3 cycles of recruitment laid out and assessed on a week to-week basis with full support from your manager and in-house trainer (via Log Book)

Full induction to the Candidate Cycle

Full induction to the BD Cycle

Full induction into the Job Cycle

By the end of month 3 on successful completion and sign off of the Log Book by Business Unit Director your career continues.....

Month 4-6 (focus of achievement is to fulfil the criteria for a "Model Consultant")

Month 4-6 see you now enter a stage of commercial competency within the business as you will be post ITC and be working on a monthly basis with a full "Quarterly Log Book". This document is a "road map" to measuring and monitoring your own success with support and review from your manager and a once a month 360-degree appraisal (Director). This will also incorporate all of your training requirements which will be conducted "on -desk" on a one to one basis by our in-house training function and bespoke to you and your developmental needs.

Month 6-12 review – are you on track for your year-end £5,000 Special Forces cheque for your qualifying to Recruitment Consultant?

Feedback from your monthly review will lead to your 6-monthly plan, which is targeted and bespoke to help you achieve by year-end "full Consultant Status". On achievement of these goals you will be offered a basic salary review and £5,000 BACS payment to your personal bank account as well as your normal monthly basic plus commission bonus scheme (paid one month in arrears) on qualifying for your Special Forces payment on an achievement of fully blown Recruitment Consultant.

So what next.....Business Manager of course!

WHY DO OUR X-Military professionals WANT A CAREER WITH ACCOUNTANCY DIVISIONS?

In addition to the salary, special YEAR 1 Special Forces cheque and personal achievement bonuses, the "social side of working within Accountancy Divisions is a great plus". The open culture and work hard play hard environment allows a superb work/social balance. The teams across London, Croydon, Bromley and Crawley regularly organise evenings out.

Accountancy Divisions greatest asset are its people. The company has absolute respect for all its consultants and takes pride in their achievement. We all want to be a part of a team of like minded colleagues, directly contributing to the success of that team and company and working in an environment that recognises and rewards that success. This is what motivates all Accountancy Divisions team members from trainee to Director to come to work each morning.

An example of some of our high points

A day in sunny France – The next time we broke the office record, We were flown to France on a private plane for a day out in Le Touquet which culminated in a Seafood Banquet to remember. The afternoon was spent back on the beach relaxing and having fun with colleagues. An incredible day!!

A weekend in Amsterdam – On breaking the company record, the whole office was flown out to Amsterdam on Saturday morning for a great weekend break. We

visited the Heineken brewery, Anne Frank Museum, walked the local markets, and soaked up the sun followed by an evening of food, drinks and dancing! Sunday morning was time for recovering and flying back.

Company BBQ – The July quarterly get-together, once again saw the whole company enjoying a great day out in Kent with events ranging from Clay Pigeon Shooting, Quad bike speed trials and “Competition Rodeo Bull Riding” as well as a spit roast and lots of laughs. “

Its simple really, all you need to do, is what is asked of you, reach and exceed achievable targets, work as a team, help each other and reap the rewards on top of your competitive salary, commission and your loan repayment!

WHAT DO I DO NEXT?

Send your CV and a covering email/letter clearly outlining why we would want to work together to Yvette Cleland (yvettecleland@accountancydivisions.co.uk) or pick the telephone up and tell Yvette why she will want to spend her time investing expertise and passion in working with you to be the best Recruiter in the business.....**020 8686 5353**

Market Place

Accountancy Divisions are specialists in the field of finance and accountancy. We operate on a contingency or retained basis and supply contract, permanent and temporary staff at extremely competitive rates.

- **Qualified Accountants (ACA/ACCA/CIMA)**
- **Part Qualified Accountants (ACA/ACCA/CIMA)**
- **Financial Controllers**
- **Financial Accountants**
- **Cost Accountants**
- **Management Accountants**
- **Accounts Managers /Supervisors**
- **Payroll Staff**
- **Bought Ledger Staff**
- **Sales Ledger Staff**
- **Credit Control staff**
- **Nominal Ledger Staff**
- **Analysts**

We also provide staff in such specialist areas as Audit, Systems, Tax and Treasury.

Our Services

Advertising/Marketing

Accountancy Divisions Ltd advertises extensively on a carefully selected number of websites designed to attract a comprehensive database of candidates in conjunction with local / national advertising together with mailshots to professional institutes. Our advertising can be specifically targeted to attract the candidates that you need.

Database

Accountancy Divisions Ltd utilises the most up to date technology, operating DB Colleague which has been tailored specifically to our marketplace. This software offers swift access to individual candidates whatever your key criteria e.g. Industry background, specific skills, software exposure or foreign languages. The system is fully networked across our offices and we therefore can provide you with a wide choice of candidates alongside meaningful management information regarding quality/quantity of CVs submitted, number of interviews and placements made.

Candidate Screening

All candidates undergo an in-depth interview and careful pre-selection process by our consultants before they are forwarded for your consideration. To ensure the quality of contract, permanent or temporary staff wherever possible comprehensive references are established covering an individual's strengths, weaknesses and motivations alongside verification of their qualifications. We also confirm their eligibility to work in the UK. Psychometric Testing can be offered as part of our service.

The Team

Accountancy Divisions Ltd understands that the quality of service and the success of any recruitment campaign is heavily reliant on the calibre of consultants undertaking it.

Accountancy Divisions is unique in that its Management Team has been instrumental in building the largest Accountancy recruitment companies in the UK today. What we offer you is consultants who not only understand your requirements but also grasp the broader implications of any recruitment project-considering your company culture and longer-term objectives.

A commitment to training ensures that as the market-place alters our consultants stay abreast of current requirements ensuring that they are good ambassadors for your company when representing you to potential candidates. With a history of extremely low levels of staff turnover you can be sure that the relationship you build with a consultant today is one that will still be of value to you tomorrow.

Our interactive website

Our site offers candidates an unique interactive method of searching for new positions. Jobs that are registered with Accountancy Divisions Ltd are automatically uploaded onto our site on a confidential basis.

Those clients wishing to advertise more openly can have a banner linked directly to their job profile . All of this is on display to thousands of job seekers who may not be seeking a change but may be attracted by a genuine interest in your company or position.

The Company

Accountancy Divisions Ltd is a major subsidiary of Recruitment Divisions Plc.

FOR FURTHER INFORMATION CONTACT US

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