

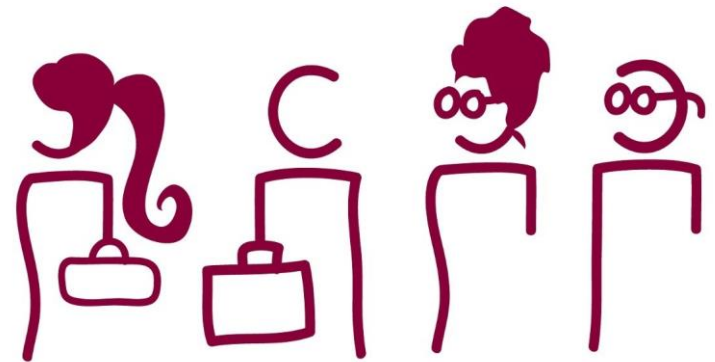
welcome to

# Finance & Accounting



circle  
square

we can  
provide...





## We used to hate Mondays

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We established Circle Square in 2004 because we couldn't bear the thought of turning up to work anymore.

Our approach is simple; we take great care of our clients, we treat each other with respect and by doing our job well we can trust the bottom line to take care of itself.

We only employ like-minded, experienced recruitment consultants who know their markets inside out. Then we give them the tools to get on with their work in a relaxed and professional environment.

Our Finance and Accounting Division is divided into two areas:

- Finance and Accounting: permanent

- Finance and Accounting: temporary, contract and interim





# finance & accounting: permanent talent

## We don't do complicated

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We provide the candidates you want, when you want them, at a rate we agree in advance.

Working with Circle Square means you'll be dealing with experienced, specialist consultants who know your market inside out and who have a passion for quality and service.

We partner with you to source the best people for your vacancies from trainees to directors.

CFO  
Finance Director  
Finance Controller  
Head of FP&A  
Finance Manager  
Financial Analyst / Commercial Analyst / Business Partner  
Management Accountant (Qualified / Part Qualified)  
Financial Accountant (Qualified / Part Qualified)  
Assistant Accountant / Accounts Assistant  
Internal Audit  
Purchase ledger / Accounts Payable  
Sales ledger / Accounts Receivable / Billings  
Payroll Manager / Payroll Clerk  
System Accountant / Project Accountant  
Credit Controller





# finance & accounting: temporary talent

## In an instant

Whether you need to fill someone's empty desk; due to unforeseen circumstances, or have an unexpected workload, or would even like to try someone out before making them a permanent fixture. Our expert temporary and interim consultants have mastered the art and will deliver speedy, yet successful results.

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### CFO

Finance Director

Finance Controller

Head of FP&A

Finance Manager

Financial Analyst / Commercial Analyst / Business Partner

Management Accountant (Qualified / Part Qualified)

Financial Accountant (Qualified / Part Qualified)

Assistant Accountant / Accounts Assistant

Internal Audit

Purchase ledger / Accounts Payable

Sales ledger / Accounts Receivable / Billings

Payroll Manager / Payroll Clerk

System Accountant / Project Accountant

Credit Controller





# our personal mission & core values

## We're on a mission

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For our company to thrive, everyone at Circle Square has to contribute.

Our mission and values are the result of collaboration and represent the shared beliefs of everyone in the business.

### **Our mission:**

*Always to be recommended...*

### **Our values:**

Versatile  
Knowledge  
Fearless  
Innovation  
Drive





# service par excellence

## What we offer

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We're a boutique recruitment agency made up of experienced consultants, so there's very little that we haven't done. Our size should be seen as an advantage. We're flexible and believe there is no challenge too great and no request too small.

As well as traditional recruitment (permanent, temporary, contract and interim) we provide search and selection for senior and executive roles.

As far as adding value goes, (amongst other things) we can guide you through:

Managing advertising – from negotiating media costs to design and copywriting; whether it's a one-off piece or a full campaign

Development of online portals / microsites – which we can host and monitor for you as well

Interview design and performance measurement

Independent psychometric and ability testing

Utilising the Thomas International "Team Audit" methodology to evaluate strengths, weaknesses and skills gaps in your team

On boarding and Executive Coaching services

We're also pretty adept at collating business intelligence in the form of salary surveys (highly targeted or broad industry coverage) and markets reports.





# we source exceptional talent

## We stand out

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There are things that make us stand out from the competition when it comes to unearthing the very best people for our clients.

### One

We're an owner managed company, so a large proportion of our turnover is reinvested into the business. We can direct funds as appropriate and generate a pool of relevant candidates for each assignment we work on.

### Two

Because we're a specialist boutique consultancy, we can be extremely targeted in our marketing and candidate generation activities. Focusing all of our resources into one area ensures we have a much greater impact than larger, less agile competitors.

### Three

Finally (and most importantly), our philosophy of hiring experienced consultants means that we have exceptional personal networks that have been developed over many years, and in some cases more than a decade.

We can say with confidence that when it comes to connecting our clients with the best candidates, whether in the UK or overseas, there's no one better.



# customer service policy

## Our raison d'être

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Our customers are the reason we exist and we'll do everything we can to ensure they get the results they want. We believe in treating everyone fairly and with respect. We value the trust that our clients place in us and we will treat the information of every individual and organisation with absolute confidentiality. We will help our clients to secure the best talent for their roles and we will help our candidates to secure the position that best matches their experience and ambition, resulting in long term success.

### We will:

- Provide services that are transparent, simple to understand and ease the process of recruiting or finding a job
- Ensure that information is appropriate to our clients to allow them to make an informed choice
- Constantly look for new and better ways to improve our service to our clients as well as provide good value for money
- Respect the privacy of personal information
- Make sure that our marketing and advertising are clear, honest and transparent
- Act quickly and fairly in response to any complaints
- Strive to get the best possible outcome for all of our customers
- Embody your brand and act as an ambassador that promotes your business in the market





# corporate social responsibility

## Our part to play

We recognise that we all have a part to play, both as individuals and as a business, in the improvement of the world around us. We've split our efforts into four areas:

### Community

We work with a number of charities including Great Ormond Street Hospital and Shelter. We encourage our people to get involved whether through fund-raising or volunteering and we do everything we can to support them (which recently involved everyone throwing themselves out of a perfectly serviceable plane).

### Workplace

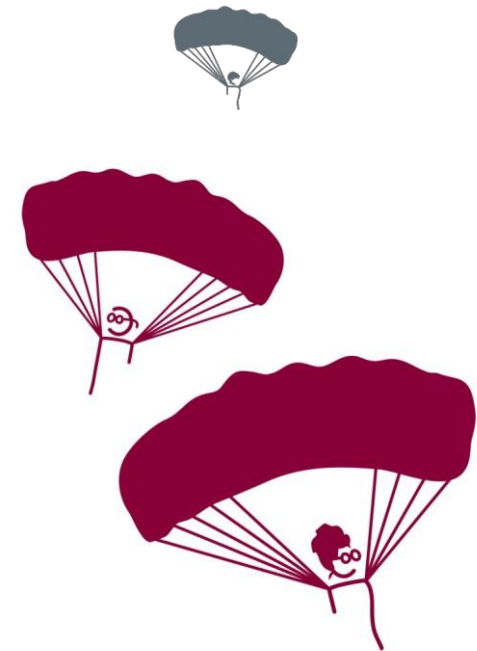
We take the health, wellbeing and personal development of everyone at Circle Square very seriously. We offer corporate gym membership, internal and external training, flexible working and additional benefits for all staff.

### Marketplace

We operate an ethical supply chain and select our suppliers based on their environmental credentials and business integrity.

### Environment

We try to reduce our impact on the environment as much as possible. We recycle all waste paper, all electrical equipment is switched off at night, and we limit the use of air conditioning and climate control equipment as much as possible.



circle  
square