



**HASLERS**

chartered accountants & business advisers



# Your Career at Haslers

Our people are our business...



INVESTOR IN PEOPLE





# Your Career at Haslers

## Contents

Why Choose Haslers?	1
Our Services	2
Training with a Medium-sized Firm	3
Graduate Careers - Training with Haslers	5
Working at Haslers	8
Ongoing Training & Development	9
Our Values & Culture	11
What We Are Looking For	13
Benefits Package	14
Investors in People	15
Equal Opportunities	16
Corporate Social Responsibility	17
Environmental Management	18
Frequently Asked Questions	19





## Why Choose Haslers?

At Haslers you will find the people, resources and, above all, the commitment to help you to develop a satisfying and rewarding career.



Haslers is a dynamic, award-winning, top 40 UK firm of chartered accountants with over 55 years' experience in providing accountancy, taxation and business advisory services.

We are a meritocracy whose team members are specifically rewarded for excellent performance. This has produced a lively and committed workforce who are keen to excel, take responsibility and are dedicated to its clients' businesses.

Haslers can offer you a successful and exciting working environment.

We have consistently helped our clients to manage and overcome the issues they are facing today, whilst anticipating the challenges they will face tomorrow.

Our Firm delivers a broad selection of services to a wide range of SME sector clients, for example FSA regulated businesses, healthcare, retail, manufacturing, professional services and construction sectors, among others.

"We are probably one of a handful of firms of our size that offers the array of services we have. There isn't a chance to get bored as we work with a wide range of clients in a number of different sectors, which keeps it very interesting. No two days are ever the same!"

**Michael Watts - Corporate Finance Partner**

## Our Services

**At Haslers, the range of services we have developed for all our clients - both corporate and individual - is extensive.**

The firm is divided into the following specialist departments:

**Corporate finance** – business and sales acquisitions, debt and equity fundraising, management buy-ins, management buyouts, business valuations, structuring and restructuring shareholder arrangements and management incentivisation schemes.

**Tax consultancy** – forward tax planning arrangements, VAT, capital tax planning and income structures, investigations, employee share schemes, inheritance tax planning and tax returns.

**Business advisory services** – financial and management accounting, due diligence, payroll, company secretarial, audit services, strategic planning, business planning and expert business advice.

**Forensic accountancy and dispute resolution** – matrimonial disputes, business and company valuations, loss claims, shareholder disputes, arbitration, mediation, personal injury and fraud.

**Insolvency and recovery** – turnaround and recovery strategies, individual and company voluntary arrangements, liquidations, administrations, receiverships and bankruptcy administrations.

Combined, they provide a fully integrated service incorporating their specialist knowledge, expertise and experience to provide a truly distinctive service.

## Training with a Medium-sized Firm

There are many reasons to join Haslers, but ultimately we believe that the people you work with is the most important factor - and our people are at the heart of our business.

“A lot of my friends were working for the ‘Big Four’ and for the first six months all they did was one part of the audit file - I didn’t want a job where day in day out I’d be doing the same thing. I also gain accounts preparation experience here which I would not have got in a larger firm. The ultimate decider for me was the overall friendliness of the firm and that they had a social committee for social events, which was important to me as I would be relocating.”

**Rajeet Dhillon, Graduate Trainee, Business Services Group**



### What makes us different?

The difference in working with a medium-sized firm is essentially in our approach and our culture. We have structured training programmes for examination and practical skills. This means that, as a trainee, you will work closely with clients, experiencing more depth and breadth of the key aspects of accountancy through to taking on early responsibility. You will deal with clients of varying sizes - from sole traders to PLC’s, covering a greater range of assignments compared to training with a larger firm.

### Accessibility to Partners

We have an open-door policy at Haslers, which means that you will have access to Partners and Managers as you require. You will have individual support in training and practical work in the form of a personal mentor. This personal support will guide you through your training programme to ensure you are gaining the very best experience, encouragement and support.

## Diverse work experience

Your assignments will generally be shorter, meaning that you are involved at every stage, from start to finish. You will gain a wide range of skills, working on audits for both small and large businesses, with the added experience of book-keeping, accountancy and tax. This way you will gain a perspective of the business as a whole, and work out where your strengths lie.



## Great working environment

We take great care to only recruit the best candidates who will work closely with our clients and consistently exceed their expectations. This means that you will be working alongside motivated, innovative individuals in an encouraging working environment. If you are as committed to achieving the same excellence and high standards of client service as we are, then we are interested in hearing from you.

The partners and managers place heavy emphasis on continuous learning and the responsibility for directing and driving a career forward is very much in the hands of the individual. See our section on **‘Values and culture’** on Page 11 for further information.

“When I first started, I felt a bit silly when I was given a simple task to do and it took much longer than I would have thought. ... Now that I’ve got a bit more experience I regularly get to do jobs from start to finish. When I am out at a clients I can be doing a variety of things including audit testing such as walkthrough and recoverability testing, or analytical review.”

**Hannah Bridge, Business Services Group Trainee**

## Graduate Careers - Training with Haslers

Haslers is looking for ambitious graduates with a strong academic record to join our firm. Here is an outline of what we are after and how you go about applying.

We assess applications for our Business Services Group and Tax Consultancy on a number of factors, including:

- Academic results
- Work experience
- Skills and abilities
- Career motivation
- Academic entry requirements: **2:1 degree** or equivalent in **Accounting, Finance** or a **Business** related subject.

You may not be rejected on any of the above points, but you are competing against strong candidates. As a general rule though, successful applicants are at least expected to match our academic entry requirements.

“As a graduate recruit, the courses I was enrolled on were very intensive with regular assessments so I was fully prepared by the time I had to sit my final papers. In addition, a senior member of staff mentored me throughout the exams so any problems could be dealt with as quickly as possible. Indeed, at any time you are actively encouraged to approach other members of staff to discuss any particular tricky topics.”

**Paul Reynolds, now a VAT & Direct Taxes Manager Consultant**

Training is a reciprocal process. It improves your capabilities and prospects, while producing benefits for the Firm. We place great emphasis on training, improving your skills and developing your potential wherever we can.

## **Induction**

Our induction courses set you on your way. They present an overall introduction to our business, as well as a chance to meet your fellow trainees and mentor. Friendships and internal networks are an important part of life at the Firm, and this is where it all starts. From here, learning is a mix of practical client experience, a tailored training and development programme and study towards your professional qualification.

## **Support**

From the start, you will be guided and supported by your own line-manager and mentor. Their role is to help you settle in during your first few months, extend yourself and reach your full potential throughout your probation and training period.

## **Training**

You will attend external courses for your professional training and we make sure you have the study and revision time you need. Our pass results are extremely high.

## **Qualifications**

The Firm offers a wide range of routes to your professional qualification depending on the department you have joined. The opportunities for training and self-improvement do not stop once you have qualified either, we run a broad range of formal development programmes, both technical and non-technical.

## Soft Skills

Running alongside your professional training are a range of additional courses, covering professional, commercial, IT and personal development training. These could help you with anything from bringing more excitement to your presentations to writing compelling reports.



Depending which department you join, our graduates undertake professional training to pursue ACA (Institute of Chartered Accountants exams) or ATT/CTA (Chartered Institute of Taxation exams). These courses will typically take around three years.

### **With Haslers you can specialise wherever you want...**

Your line manager will be monitoring your overall progress and giving you all the advice you need in your early years with Haslers.

“A day at Haslers: The partners’ open door policy reflects the relaxed working environment and team focus that makes Haslers a good place to work.”

**Dominic Dumville, Qualified Corporate Finance Administrator**



## Working at Haslers

If you're the sort of person who embraces challenge and likes to work amongst a diverse team of people from different backgrounds – we could be the firm for you.

We maintain the highest possible standards in all areas of our business. To achieve these standards we recruit not just high calibre accountants but top quality staff throughout the firm, including HR, IT, marketing, secretarial and administrative support staff.

### High support, high challenge

We pride ourselves on our culture of high support and high challenge. As we grow as individuals we know Haslers will grow, so we engage and release the talents of our people with extensive training programmes for all staff.

### Clients are key

Whatever your specialist area, our clients expect more than just number crunching. Everyone from trainees to partners play their part in listening, advising, negotiating and supporting clients to maximise their business. And top quality behind-the-scenes support services are essential to delivering that value-added service to clients.

## Ongoing Training & Development

At Haslers we take the training and development of all our staff very seriously as our people are our business.

“The CTA exams were honestly the hardest exams I’ve sat, and the only time I’ve felt ill beforehand and suffered a total blank in the hall! But they were worth the suffering, and I am very proud of my achievement.”

**Paul Baldwin - Business Services Group, Assistant Manager**

A programme of soft skills training has been developed for the entire firm which includes health and safety training, effective letter writing, client care, speech and presentation skills and IT software. All Haslers’ partners and staff take part in a highly innovative management training course which the firm has developed aimed at improving management skills at all levels across the company.



Staff that retain professional qualifications such as chartered accountant and chartered tax adviser also have to carry out a certain number of hours of technical training and development to maintain their professional status. The firm ensures this is adhered to by organising a number of annual training sessions, workshops and seminars. This has a dual role, whilst it keeps staff up to date with current changes in legislation and regulations it also ensures our clients are receiving the very best and up-to-date advice in the industry.

A structured career path is available to all members of staff and positions are offered internally before they are advertised externally. A number of our staff have taken advantage of the progression opportunities we make available and several have now advanced to partnership level.

"I have always been treated as an individual at Haslers which has allowed my role to grow along with the firm. Now, just a little over two years since joining I am proud to be Haslers' first VAT partner, heading a team which provides an essential added value service to clients and a support service to professional staff."

**Debra Dougal - VAT Partner**

### **Internal Secondment Opportunities**

Opportunities also arise regularly for internal secondments. This allows you to gain invaluable insights into other departments within the firm whilst also broadening your knowledge base and expertise. Those who have actively participated in these opportunities have found it to be beneficial to their career as an indication of transferrable skills and adaptability.

Career progression, ongoing training and development of staff and a high level of encouragement and praise all result in the highly trained and competent workforce that can be witnessed at Haslers today.



## Our Values & Culture

Our aim is not only to maintain our status as one of the leading independent professional services firms in the South East, but to also be a great place to work. We deliver an exceptional service to our clients but also recognise the necessity to give something back to our people and the communities we touch.

**Passion to excel:** We do not just provide the basics; we go the extra mile. We learn about our clients' businesses and talk to them about what's going on. We are creative and innovative with our ideas.

**Teamwork:** A major priority at Haslers is to encourage opportunities for you to work with your colleagues as a team to allow you to establish good working relationships. We enjoy working together.

**Client-focussed:** By working as a team for our clients we ensure that they are aware of all our services and are able to introduce appropriate specialists where applicable, that may be of benefit and add value to their business.

**Access to partners:** From the outset of your training programme, to you becoming an established member of the team, you will have unlimited access to partners and managers to ensure that you are given the expert guidance and support you require to further your work and career.

**Can do attitude:** Always open to new ideas and challenges, we empower people to deliver results.



**Early responsibility:** You may be surprised at the level of client work you get involved with early on, but this is seen as integral to your professional development and will arm you with the confidence to go forward.

**Respect and integrity:** We honour our commitments, and we're honest in our opinions.

"Haslers was an obvious choice. Also, the fact that Haslers had a number of growing specialist departments meant that the long term prospects were far greater than where I started my training. Soon after arriving at Haslers I was relieved to discover that the promised work life balance was in fact a reality."

**Dominic Dumville, Qualified Corporate Finance Administrator**

**Staff satisfaction:** All staff are given the opportunity to feed back through the appraisal system and our staff satisfaction survey. This enables the firm to monitor trends, identify areas for improvement and to introduce new initiatives such as the formation of an Employee Information and Consultation Forum as a way of improving communication within the firm.

**Client satisfaction:** The results of our Client Satisfaction Surveys have shown overall improvements in client's perceptions year on year and our fee recovery rates and actual fees have risen steadily; all signs that our internal efficiencies are continually improving and something that we are extremely proud of.

## What We Are Looking For

We look for people who can deliver more than an exceptional service to our clients. We are looking for people who can bring passion, energy, enthusiasm and drive to add value in everything they do.



We strive to make equal opportunities real (see our '**Equal Opportunities**' section on Page 16 for further information). This means taking diversity further than just a statement that sits at the bottom of job advertisements, but making it an attitude that permeates through the entire organisation. We welcome and respect people's individuality and unique qualities because there is no such thing as a Haslers 'type' of person. Your individual and diverse qualities are what keep this a refreshing, stimulating and exciting place to work.

Of course, we are also looking for people with strong academic and professional track records for all of our employment opportunities. Refer to our '**Current Vacancies**' area in the Recruitment section of Haslers' website for details: [www.haslers.com](http://www.haslers.com)

Just as important though, this must be combined with some special qualities: originality, passion and the ability to work successfully with colleagues and clients. It is more than just academic - it is about energy, dynamism and enthusiasm.

Sure, our expectations are high. But look at the rewards...



## Benefits Package

Whatever your level of experience or area of expertise, you can look forward to ongoing training and professional development, tailored to your specific needs.

When you join us, we will provide you with a structured programme of development that can span from building your technical expertise in chosen areas to enhancing your personal qualities, leadership and skills.

The focus at Haslers is very much on you as an individual. This means that we can identify your unique strengths and how, working together, we can make best use of your innate talents.

Career development is a top priority. Haslers is very much a meritocracy. Your hard work and commercial drive will be rewarded with outstanding opportunities to further your professional career.

### **Our benefits include:**

- Excellent salary
- Pension scheme contribution
- Life assurance cover
- Full study support for relevant professional qualifications
- Corporate Lifestyle discount and benefits scheme
- Active social committee organising regular subsidised events
- Long service awards

## Investors in People

As a firm we take our commitment to the training and development of all our staff very seriously and for this reason we are accredited as an Investor in People.



This culture reflects the ideas of a forward-thinking company that is quick to encourage, recognise and reward its entrepreneurial workforce.

### **We are fully committed to:**

- developing our teams through skills training and personal development
- providing opportunities for career development and progression
- developing our teams through exposure to high quality work and varied clients
- encouraging employees to achieve qualifications by supporting course fees and study time
- offering a competitive range of salaries and benefits
- being an equal opportunities employer

## Equal Opportunities

**Haslers is an equal opportunities employer and applies objective criteria to assess merit.**

We aim to ensure that no job applicant, employee or client receives less favourable treatment on the grounds of race, colour, national or ethnic origins, age, sex, marital status, sexuality, disability, membership or non-membership of trade union, "spent convictions" of ex-offenders, class, age, political or religious belief.



Selection criteria and procedure will be reviewed to ensure that individuals are selected, promoted and treated on the basis of their relevant merits and abilities. All employees will be given equal opportunity and, where appropriate and possible, special training to enable

them to progress within the Firm. The Firm is committed to a programme of action to make this policy effective, to minimise the possibility of discrimination and find means of combating it, should it ever arise.

"In tax our graduates join our compliance groups where they start on client work as soon as their induction period is over. One of last year's intake was surprised to find that he was drafting a letter to a client on his first day in the office. For us, it has to be like that: we're not going to throw graduates in at the deep end without a life jacket, but being the size we are means that they have to contribute pretty much immediately."

**Clare Munro, Tax Consultancy Partner**

# Corporate Social Responsibility

**At Haslers we take Corporate Social Responsibility very seriously.**



To help achieve our business goals and objectives we understand the necessity to try and support whenever and wherever possible our local community and charitable organisations. We also seek to minimise our impact on the environment and to ensure our personnel's health, safety and wellbeing.

These issues combined form our corporate social responsibility pledge which, as a firm, we embrace to ensure that the positive impact we have on society and the environment outweighs the negative. This approach has also enabled us to develop a culture within the firm which not only seeks to identify and raise awareness of important ethical issues but also endeavours to change them for the better.

It is our opinion that corporate social responsibility is something all businesses should embrace and be a part of, no matter what their size. Being socially responsible and self-aware of the impact that both you and your business have on your surroundings is an important step to make before you can begin to work towards a sustainable future.

We therefore do all in our power to inspire our people to positively contribute to one or more of our pledges which we hope will, in turn, result in a brighter future for everyone.



## Environmental Management

As a business we recognise our responsibility to minimise our impact on the environment and for this reason we have implemented a formal environmental policy and an Environmental Action Plan. Just some of the activities that make up this Action Plan are outlined below. For further information please refer to our website.

**Reducing Paper Usage** – We have implemented a number of initiatives to help reduce our paper usage including purchasing printers and photocopiers that are capable of duplex printing and encouraging staff wherever possible to utilise this facility.

**Recycling Scheme** – We operate a comprehensive recycling scheme across the firm which includes recycling paper and cardboard, plastic bags, cups, and our toner cartridges are donated to charity where they are refilled, recycled and sold to consumers as a more environmentally friendly option.

**Paperless office** – We have introduced a digital data storage facility which has significantly reduced the amount of paperwork that needs to be produced.

**Printing** – We use an environmentally friendly printing company who are proud to hold ISO 14001 accreditation, the internationally recognised standard for environmental management in business.

**Wildlife Conservation** – We actively seek volunteers at all levels and arrange opportunities for them to take part in conservation projects in Epping Forest.

## Frequently Asked Questions

We have compiled a set of frequently asked questions with answers to assist you with your application.

### **I'd like to apply. What should I do?**

All vacancies are posted in the Recruitment section of our website, [www.haslers.com](http://www.haslers.com). Click on the link called '**Current Vacancies**'. You'll be asked to select a suitable vacancy and then send us a covering letter with a copy of your CV (both in Word format only please) via E-mail or post. Our contact details can be found in the final section of this brochure.

### **How will Haslers keep in touch with me once I've applied?**

You should receive a response from us as soon as possible with a decision on your application.

### **Is there a deadline for applications?**

In some instances, we do have closing dates for applications, whereas other vacancies have an "open" closing date. Please check individual vacancy details for further information.

### **I've submitted my application and now realise that I need to amend it. Can I do so and resubmit?**

No. Once you have submitted your application, this is final.

### **There isn't anything suitable at the moment. Can I submit my CV speculatively?**

Yes you can. There may be a good chance that an opportunity requiring your skills and experience will be available in the future. From the '**Current Vacancies**' area of the Recruitment section of our website, click on the hyperlink to our HR Department where you can submit your CV with a covering letter (in Word format only please) outlining why you would like a career at Haslers.

Your information will be kept on file for a period of six months and we will compare your skills and experience with our ongoing requirements. We will contact you if a suitable opportunity arises within this period.

### **How easy is it to change disciplines within Haslers?**

We have a number of members of the team who have changed disciplines during their career with Haslers. We take your development seriously and so will do everything possible to accommodate individual preferences alongside the needs of the business.

### **Do you support further studies?**

We provide full study support for relevant professional qualifications.



### **What's the format of the interview?**

Your first interview will be held with a senior member of our team. The focus here will be on your experience, attributes and professional goals. If you are then short-listed we will call you back for a second interview. The interview will give you the opportunity to show your

breadth of experience and what you can do. Added to this, we will also give you all the information about Haslers and the role that you need to make an informed decision about us.

### **What can I expect during my first three months with Haslers?**

First of all, a full induction will help you to understand Haslers and the way we work. Your line manager will also sit down with you and discuss what we are looking for from you. In addition, you can expect an active social calendar.

### **Do you sponsor work permits?**

We cannot accept applications from individuals who require a permit to work in the UK. We can only accept applications from people who are already entitled to live and work in the UK. The law states that in order for Haslers to obtain a work permit on your behalf, we need to prove that we have been unable to recruit a suitable person with a 'resident worker' status (a 'resident worker' is defined as a European Economic Area national or a person who has settled status in the UK within the meaning of the Immigration Act 1971). As we receive many applications from 'resident workers' whose experience and skills match our requirements, we could not justify this.





Contact us:

Haslers Chartered Accountants and Business Advisers

Human Resources Department

Old Station Road  
Loughton IG10 4PL

**Tel:** +44 (0) 20 8418 3333

**Fax:** +44 (0) 20 8418 3334

If you would like to apply for our graduate programme, please send us your CV with a covering letter, outlining why you want to join Haslers, to the address above, or E-mail our HR Manager on: [recruitment@haslers.com](mailto:recruitment@haslers.com)

For all other vacancies, apply through our '**Current Vacancies**' section on our website, and specify clearly which position you are interested in.