



# Early Careers

Are you a future talent looking to step onto the career ladder?



## ABOUT ELSBY & CO

### FROM SMALL ACORNS...

Elsby & Co started life from a humble back bedroom in Northampton. Thankfully, the business has grown considerably since then and is now an award-winning firm of Chartered Accountants employing over 30 accounting professionals from our office in **Rushden** in Northamptonshire.

Our clients range from sole traders to large SMEs, where our focus is to add value by providing more than just accountancy services and a set of year-end accounts.

We add value throughout the year, taking the time to understand our client's business so that we can go the extra mile for them. We share their passion for their business, working for them, with them and as their finance department, keeping them compliant whilst improving their bottom line.

### PEOPLE FIRST...

We place huge importance on the personal and professional development of each member of our team. We believe that by recruiting great people, we can deliver a superior service to our customers whilst providing an enjoyable work environment.

We have been successful due to our commitment to high quality customer service, and to actually helping our customers, which is an attitude which brings high levels of job satisfaction and the feeling of 'making a contribution'.

Because of our success, there is always room for progression and development, as the business is constantly evolving. We're open to fresh thoughts and ideas and love enthusiastic people who want to do their best for clients and fellow team members. All of this has generated a collaborative, vibrant work environment where office politics is strictly prohibited!

**If you like sound of this, read on!**



## OUR APPRENTICESHIP PROGRAMME

### How does an apprenticeship work?

- They are designed to plug skills gaps and are paid through the Apprentice Levy paid by large companies
- Formal learning is 95% funded through the Apprentice Levy by the Department of Education
- A full time apprentice will get 20% of their working time dedicated to learning, either through formal teach/revision courses (day release, online etc), or through recorded learning moments in their work day.
- Apprenticeships are managed by a third party provider (such as First Intuition), who claim the money from the the government, and then provide their apprentices with the appropriate formal learning. The provider works closely with the employer and apprentice to get to the apprentice to the end point successfully.

You can find all you need to know about UK Apprentice Schemes [HERE](#).

### What are the benefits of an apprenticeship Elsby?

- Structured learning
- Ringfenced learning time – both study and revision courses
- Flexible access to more courses
- Recognition of what you learn at work
- Recognised qualification at the end
- Supported by an appointed mentor

## WE WORK TOGETHER TO HELP YOU DRIVE YOUR LEARNING...

“ I didn't think an apprenticeship was the route I wanted to go down, and had my sights set on university, but I urge anyone thinking about it to apply for some work experience, because the week I had here, changed my mind completely! Everyone wants the best for you here, and I truly feel part of the team ”

**NIAMH STANDEN - ELSBY APPRENTICE**



## OUR WORK EXPERIENCE PROGRAMME

At Elsby & Co, we offer work experience to allow students the opportunity to get practical, hands on experience of working at an accountancy firm.

We take one student on for work experience for one week in July.

During the week, you would get the chance to work in different areas of the business in order to get a holistic view of accountancy and the varied roles within a firm.

To the right is an example of a work experience placement at Elsby & Co.

Each day you will be supported by a member of the team who will welcome you and give you an overview of what is in store that day. You will then end the day having a review, giving you a chance to give feedback and ask any questions you may have.

**3**  
Jul

**09:00 AM** **Arrival & Introduction**  
Ann Phillips, Rushden

**09:30 AM** **Site Induction**  
Chrissy Barclay, Rushden

**10:00 AM** **Admin Overview**  
Sophie Norton, Rushden

**03:30 PM** **Daily Review**  
Ann Phillips, Rushden

**4**  
Jul

**09:00 AM** **Arrival & Day Overview**  
Ann Phillips, Rushden

**09:15 AM** **Payroll Overview**  
Katie Newman, Rushden

**10:30 AM** **Bookkeeping Overview**  
Lorraine Banks, Rushden

**03:30 PM** **Daily Review**  
Ann Phillips, Rushden

**5**  
Jul

**09:00 AM** **Arrival & Day Overview**  
Ann Phillips, Rushden

**09:15 AM** **Marketing Overview**  
Katy Hurren, Rushden

**03:30 PM** **Daily Review**  
Ann Phillips, Rushden

**Work Experience**  
**3rd - 7th July**



“ I have thoroughly enjoyed every aspect of the week as I always had something to learn or to do which thoroughly interests me. During my week, everyone was very polite by holding doors open for others, saying hello and asking how people are, and even just smiling at each other when walking past – it seems like a great place to work. ”

**MAYA ANDREWS -**  
**FORMER WORK EXPERIENCE PLACEMENT**





## INTAKE & RECRUITMENT PROCESS

At Elsby & Co, we have a thorough recruitment process where you benefit from learning about the business and meeting members of the team.

Our process allows us to get to know you and ensure you're the right fit for us, and vice versa! Recruitment is a two-way street!

You are able to apply all year round and for the right candidates we have quarterly start dates which we work towards, see our breakdown of timescales below.

Type / Intake	Feb	April	July	Sept
Apprenticeship - L7	1	1	1	1
Apprenticeship - AAT	1	1	1	1
Work Experience			Up to 4	
	Close Date			
End of	Oct	Jan	April	July
Screening Call	Week 1 Nov	Week 1 Feb	Week 1 May	Week 1 July
Shortlist - Interview & Assessment Day	Week 2 Nov	Week 2 Feb	Week 2 May	Week 2 July
Start Date	Feb	April	July	Sept



## WHAT DOES OUR RECRUITMENT PROCESS LOOK LIKE?

### RECRUITMENT ROADMAP

#### 1 ADVERTISE

Whenever we have a vacancy that we cannot fill internally, we'll advertise the role on job boards, through social media and through our teams sharing it with their network.



#### 2 SCREEN

We'll work with our recruitment partners to screen applications based upon key criteria and then conduct a first stage telephone interview to create a candidate shortlist for next stage interview.



#### 3 INTERVIEW

Our HR team will conduct a competency based interview with you. We will ask you key questions, covering the specific skills we've identified are necessary to flourish in an accountancy environment



#### 4 PARTNER MEET

If you demonstrate the skills we are looking for in the competency interview, we will recommend you go forward to meet with one of our partners, who will chat with you more informally about your ambitions and what you can bring to our party.



#### 5 OFFER

If we like you and we think we can make you an offer that works for both of us, we will do so. If you like us, you can accept the offer!



We commit to getting each stage of this process completed as quickly as possible, and providing you with documented feedback as you get to the end of the process.

We want you to be able to show us the very best of you, and we'll help you to do it.



# How to prep for a values interview

Values interviews are great. They enable us to hear about what you've done, and they are your opportunity to sell yourself on a level playing field.

But they can be daunting too, so here are our top tips to help you get through a values interview successfully.



## Know and understand the competencies

If you are invited to a values based interview, ask the prospective employer what specific competencies they are looking for. It will help you to prepare relevant examples for your interview. Competencies tend to be based around communication, teamwork, problem solving, innovation, customer experience etc.

## Take your prep notes into the interview

Let's be honest. In real life, no one expects you to remember every single detail of every single thing you've ever done, experienced or learnt.

Taking neat, well organised notes into your interview is sensible. It also helps the employer to see that you have taken the time to prepare.

## This is your opportunity to interview the employer too!

Think about the kind of employer you'd like to work for. What are their values? How do they match with yours? Take some time to prepare some questions that allow you to understand if you will fit together. After all, a job decision is one of the biggest ones you'll make. Do your diligence!

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## Remember the 6 Ps!

Prior preparation and planning prevent poor performance! Whatever type of interview you are invited to, preparation is key. However, a values based interview is really helpful because you can FOCUS your prep around the competencies an employer is looking for.

All values based interviews are looking for you to give examples of what you have actually done, whether in a work, education or social environment. So your planning should be about pulling together those examples so you can articulate them easily when asked.

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## S.T.A.R.

Most values questions will start with Tell me/Explain to me/Describe. When you are preparing your examples, use the STAR acronym to help you make sure the examples are robust.

S - the SITUATION you were in  
T - the TASKS you identified that needed action  
A - the ACTION you took to move forward  
R - the RESULT of the action you took and what you learnt

You can then use the acronym to break down your answer in the interview so that it is coherent and powerful.

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## Listen to the question and remember to breathe

Interviews mean a lot to most of us. They're about our personal progress and development.

That means that sometimes, they can feel overwhelming. Listen carefully to the questions and take time to breath before you answer - it will help you to slow down and think, which in turn enables you to give the best account of yourself.

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## GREAT - YOU'VE GOT THE JOB! WHAT NEXT?

We are about seeing the potential in our team – and rewarding them accordingly and this is why we have invested in professional personal development and wellbeing.

While we are committed to traditional ways of learning, we are also big on our team learning on the job, taking on responsibility and being adept at managing clients early on in their career.

We do the utmost to help our team grow and support them on their career journeys – but, it starts with you!

### PROBATION JOURNEY



Probationary periods are a 2-way street! When you first start at Elsby, you'll have time to familiarize yourself with the Elsby policies and procedures and decide whether this job is right for you, whilst we work together with you and monitor your progress.

### JOB FRAMEWORKS



Each role at Elsby & Co sits in one of four job families: The job family broadly educates the level of behavioural values needed to do the defined job well. Defined expectations of competence drive role & people specifications, interview structure, 1-1s, appraisals and promotion decisions, feeding the lifecycle of an employee.

### STRUCTURED 121



You will have monthly 121s with your line manager to indicate development areas in each value and to capture what you were going to do to address them. Your 121 is not just about how you are progressing, it is a 2- way street for you to feedback to your manager about support and areas for development.

### SOFT SKILLS TRAINING



At Elsby, we provide various soft skills training through lunch and learns, podcasts, recorded presentations. We recognize everyone has different learning styles so aim to have something that works for everyone. The training subjects are varied and are designed to suit all staff, no matter the role.

“ I am having an amazing start to my new career at Elsby & Co. Everyone has been so supportive and offered expert training and advice. It is great to be part of such a welcoming, kind and helpful team. So proud to have passed my first exam. Grateful for this opportunity and looking forward to the exciting challenges ahead! ”

**EVAN FENNEL - TRAINEE ACCOUNTANT**





## WHAT DO WE OFFER OUR STAFF?



We appreciate you want the **financial rewards** to reflect your ability, effort, seniority and experience. If you deliver, you will be rewarded. Remuneration is also reviewed on an ad hoc basis with exceptional performance or progress, not just annually.



Our approach and business model is such that we don't have separate accounts and tax departments. This means that as an accountant **you will look after all your clients' day to day affairs**. We see ourselves as GPs for business. You'll deal with all areas of compliance, to advising on more technical matters and business issues. As your experience grows, so will your responsibility and reward.



This is supported by **a mix of external and internal training**, together with senior peer and partner mentoring to give you a breadth of knowledge, experience and confidence to deal with client matters. Whether you are embarking on a training contract or an experienced client portfolio manager, we want you to have the best support possible in order to consistently exceed your clients' expectations.



Our aim is for **rapid growth** to continue, and so there is no limit to progression for our committed and best candidates.



**Everyone at Elsby** plays a part in the service we provide to our clients and we support every staff member with their development and growth.



We offer **fantastic benefits** including a health & wellbeing package - including access to a free GP 24/7 service and confidential Employee Assistance Programme. You will also have access to retail discounts where you'll benefit from a wide range of exclusive discounts across supermarkets, department stores and eating and drinking out.



We offer **agile and flexible working policies**

## WHAT'S IT LIKE TO WORK WITH US?

We know we offer fantastic employee benefits but we also appreciate, more than ever, the importance of team building and simply being able to be social with work colleagues.

From Christmas Fun, Bake-off competitions and Easter treats to rounders games and raising money for charity - our teams do it all!

We also send round a monthly staff newsletter, the Elsby Echo, keeping you up to date on team anniversaries, achievements and shining the spotlight on a team member so you get to learn more about your colleagues.







At Elsby, we are about seeing the potential in our team - and rewarding them accordingly - and that is why you should really consider Elsby & Co as your next career move.

You can find out more about what it's like to work at Elsby here - <https://www.youtube.com/@elsbyco4874/videos>

If you are interested to know more or to apply for a role at Elsby, get in touch.



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