



CHARLES
McKENZIE
ASSOCIATES

Financial Recruitment Made Simple...



Preferred Supplier Proposal

www.cmrecruit.com



“Charles M^cKenzie Associates made an instant impression with us as they have made it their priority to visit us and really understand our culture. And in the 12 years since, this hasn't changed; we still receive regular communications and visits.”

- Andy Hope, Purchase Ledger Manager at CBRE

Why Charles M^cKenzie Associates?

“I found CM's approach completely different to other agencies. It's very much focussed on the needs & abilities on the individual.” Birkbeck

Charles M^cKenzie Associates is a specialist financial recruitment agency, offering temporary, contract and permanent positions at every level, with contingency and executive search services to suit your requirements.

Our experienced team has over 40 years recruitment experience and we pride ourselves on our passion, honesty and integrity which is ploughed into every service we offer to deliver a true partnership approach to financial selection.

Meet The Team

“Both Kelly and Adam are a joy to speak to and would definitely use Charles M^cKenzie for any future recruitment needs.” - Picture Production Company



Primary Contacts:

Adam Michaelson – Team Manager

Kelly Reynolds – Team Manager

Adam and Kelly have worked together with a back office team in the finance recruitment sector for over 20 years, successfully managing many high profile accounts, some continually over twelve years.

“Our aim is always to work in partnership and grow with our clients, becoming the first port of call to organise all financial recruitment requirements.” Adam Michaelson.

When deploying a new team we always meet our clients to build foundations and relationships. This also enables us to experience the atmosphere and personality of individual departments.

As standard internal practice we review all accounts on a quarterly basis and touch base with our clients to establish any changes in requirements or procedures.

Whilst we encourage two way constructive feedback that will help develop and enhance the relationship, we will never hound new or existing clients.

What do Charles M^cKenzie Offer?

“We get canvassed by recruitment agencies regularly but when Kelly from Charles M^cKenzie Recruitment came by she showed a real interest in what we do as a business, and worked with us to understand the type of person who would make a good fit to the company and position – now we use her and the team regularly and find them always responsive and proactive to fill our requirements.” Office Power

Charles M^cKenzie provides:

- Comprehensive interview process by Senior Consultants or Managers
- Authentication of references and professional qualifications
- Eligibility to work in the UK
- 30 minute response on instruction of any appointment
- Quarterly salary surveys
- Contingency advertising in all the major accountancy journals and newspapers
- Constant communication with registered candidates to maintain accurate records

As a result of consistently high quality recruitment, over 90% of Charles M^cKenzie Associate’s billings are generated from existing customers.



How do Charles M^cKenzie Associates Operate?

"Their response times are speedy and they seem to understand my requirements with ease. I would like to recommend their services to anyone looking for finance staff." Ernst & Young

Our Strategy

Charles M^cKenzie Associates company philosophy is that relationships are built on a foundation of honesty and integrity; we will ensure that our policies reflect this and our service always has the interest of the customer at its core.

Our approach to account team structures has been well received by our clients, which in turn has greatly enhanced our ability to weather the current economic storm without veering from our stated objective; to continue growing the business, expanding our London operation and forging closer continental business partnerships.

And when it comes to our candidates, we follow a strict procedure to ensure our clients receive not only the best selections, but also an individual who will best 'fit' with the workplace environment.

How do we source our candidates?

"The CV's we receive have undergone careful selection not just for the work experience and qualifications we are looking for, but also the personalities that will prosper in our environment." Aculight (UK) Ltd

At Charles M^cKenzie Associates 54% of our candidates come from referrals, 15% is from advertising and the rest is from our newly revamped responsive website.

For each and every candidate we find out exactly what they are looking for and listen to their requirements, advising them about their CV's and salary expectations.

We keep in contact with our candidates right from the initial contact point to gaining employment and even in the first couple of weeks to ensure they have settled in with their new position.

How we interview and assess candidates

"Kelly and Adam's warm and enthusiastic nature and the team always eased my nerves and ensured that my transition into city life was a smooth and easy affair. A truly brilliant company!" JLT Management Services

Apart from a fully vetted and verified CV which would include passport or VISA details, references and certificates; we also complete a comprehensive appraisal on each candidate explaining their personalities, how they conducted themselves in the interview, reason for leaving former employment and what they are looking for in their next role.

During the interview process we require all of our candidates to bring with them the original copies of passport, VISA details, qualifications and any written references of which we take copies.

We also take up independent references on every candidate that registers with us and once we are at offer stage and the candidate has given their notice, we will contact their latest employer to verify the information on the candidates CV.



How we understand specific client requirements

We have enjoyed a long-term partnership with Charles M^cKenzie who always fulfil our finance recruitment needs quickly and efficiently with a clear understanding of our requirements. Paul Williams Head of Transactional Finance at CBRE

All candidate searches begin with a detailed job profile agreed in advance with the relevant HR and Line Managers.

From this initial conversation we develop a comprehensive candidate profile, covering essential skills, experience and personal attributes of the ideal candidate.

How do we select candidates for specific roles?

“We have been particularly impressed with their responsiveness and high quality of candidates, which demonstrates a professional approach and a real understanding of our requirements.”

All our account managers have access to a live candidate database that is constantly being updated through a programme of scheduled dialogue with all our registered candidates. Only through strict adherence to this policy are we able to work to the shortest deadlines in the industry.

Before we submit any candidate profiles for your consideration they will have been through a comprehensive interview process, had references taken (backing up Technical and IT experiences) and any professional qualifications authenticated.

Staying in Touch

We always ask our clients for constant feedback on candidates and the way we are working to make things easier for our clients in the future.

With our recruitment fee at a standard 10% +VAT and a [client retention rate of 92%](#), we believe we are best placed to match the right level of candidate to suit the demands of your business, so you can enjoy the growing market confidence.

And so confident in our approach, we offer a [100% six-month guarantee](#) on all our placements.

Contact us

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