



Treasury Job Search Strategy

“A Targeted Search is Key...”

This guide has been designed to provide you with useful information as well as tips and advice to help you with your next treasury career move.

We aim to offer practical advice across all areas of job hunting from CV writing, Interview Techniques, where to search for a job (websites, press, networking, agencies) and how to maintain your motivation and keep your job hunting on track.

Just a few quick words of advice from Mike Richards, CEO of The Treasury Recruitment Company before you dive headfirst into finding your next Treasury role!

“Please take a few moments to work out where you want to get to before you dive headfirst into any search for a new role.”

So many times, I see candidates launch off into a job search or they send me their CV / resume without thinking about.

- what role do they want next?
- where do they want to be?
- why they want to move now?

They want to move but often it is for all the wrong reasons.

Go make a cup of tea, grab a notepad, and have a think...

You need to work out what role you want, where and how much you want it to pay!

Then you can start your search! Not before then...

A final tip:

“Take your time when looking for roles, and make sure that they match your career expectations. If needed tailor your CV to each position so that you demonstrate straight away why you are the right candidate for them!”

KNOW YOURSELF AND YOUR SKILLS

“No-one else will believe in you until you start believing in yourself”

This section is aimed to help you establish what has made you successful in the past and build up your confidence to help you make your next career move. If you do not know how good you are, how can potential employers?

Selling ourselves is the hardest thing to do, as no-one really likes to boast about their strengths. Sometimes we get so lost in our everyday tasks that we do not have time to reflect and really investigate our specific strengths and skills.

It is sometimes easier for us to think about what we are not good at rather than what we do very well. Generally, our culture does not always encourage us to acknowledge, let alone discuss our capabilities.

When asked about our strengths and skills we often relate these to work life only. However, many of these are utilised in interests outside of work.

If you can convince an employer that you are the right person for the job and show them how you will apply your knowledge and skills, they should feel convinced that they have succeeded in their search for the right candidate.

Identifying the Skills, You Have Developed

Think back over the different jobs you have trained for and worked in together with the skills you have developed while there. It is in knowing and recognizing those skills and how to highlight them to your advantage that will get you your new job. Do not rule out simple things such as time, project management and customer relations.

Make a list of them, including the smallest and most insignificant as well as the better and more consequential ones that you have developed over the years. Remember not to rule out anything. Ensure that you spell out how they relate to the job you are seeking.

Knowing Your Natural Talents and Abilities

Remember that you are unique as a person and have a combination of talents that may not be the same as anyone else. This will help get you noticed for the job you are applying for. At times you may not even be aware of some of your talents. Think about times when someone may have complimented you or mentioned that talent, a good place to start may be to look at your last appraisal.

It is not bragging if you bring it to the notice of your employers; it will only work to convince them that you would be able to handle the job. You should determine what talents and abilities will be required in the new job and whether the skills you have apply.

Achievements

It is essential to know yourself and your achievements so that you can use this information:

- In your CV
- In Interviews
- In Emails/Letters
- In networking approaches

Achievements can be about tasks which you are proud of. They can be one off achievements or continual achievements over the course of a day, week, month, and year.

Another way of looking at your achievements is to consider the parts of your job you enjoy the most – often we enjoy what we are best at.

Think about each job role you have had, taking the most recent and list your achievements for each. They can be things that you are proud of.... For e.g.

Job	What did you do?	What skills or strengths were used?	What was the outcome?
Treasury Manager	Turned around a poor performing team	Leadership, Motivation, Assertive, Innovative, Coaching, Problem solving	Became one of the Top 10 performing finance teams within the company

Every word counts on your CV so when you are describing your achievements use “strong action verbs”.

Factors to Consider

It is important whenever you are job hunting to be aware of your values and the attitudes which are important to you. When searching for a new role it is useful to try and match between beliefs and values which you now hold and those which you feel are important to your potential employer.

Consider what is important to you and what is essential in your work life balance, keeping to 3-4 essential ones.

Please see below some examples to help:

- Social
- Financial
- Stability
- Friendships
- Independence
- Status
- Variety
- Environment
- Working Hours /flexibility
- Creativity
- Authority
- Leadership
- Intellectual stimulation
- Adventure

- Working in a team
- Customer interaction
- Training and development

ACTION PLAN

To be an effective job hunter you need to choose the methods that are most appropriate for your target career area. Searching for vacancies using Google is not always the best way to find the job you want.

The best job hunters do not wait for the jobs to appear; they are proactive in tracking down the best opportunities.

Individual Plan of Action

- Produce up-to-date curriculum vitae (CV)
- Speak to contacts in your previous roles to see whether they know of anyone in their network who could help or if they know of any roles which are vacant
- Update your LinkedIn profile, look at your contacts for possible networking opportunities, look at jobs being advertised on LinkedIn
- Prepare a draft speculative letter/email to send to prospective employers, but always make it specific to the role you are applying for
- Put together a list of employers and personal contacts you want to talk to
- Start applying for jobs using a variety of methods: LinkedIn contacts, job boards, phone call, speculative letter/email, CV or drop in on an employer, agencies
- Keep an accurate record of where you applied, when and any response you received
- Make notes after any interviews, including any questions you were asked
- Getting a job may take time, do not be put off- keep applying.

Review your strategy

Job hunting requires persistence and determination but if you are not getting any results after a substantial period, you may want to review your strategy. This could mean:

- Deciding that this career is not for you
- Acquiring or developing skills by taking a course
- Gaining experience by volunteering
- Taking a less responsible job which would enhance your chances of getting the job you want
- Following up any contacts you may have
- Changing your CV and covering letter to make it more effective (based on advice from your contacts).

Know what you are looking for

It is hard to find the right opportunities if you are not sure what you want to do. If you are confused about your career direction it may help to discuss your decision with a Careers Advisor/Resourcing Manager

If you are considering more than one career option, it may be a good idea initially to focus on just one of them thoroughly for a certain period then consider the others.

Find out more information

Intelligent job hunting involves gathering a lot of information about your target sector.

Do the employers advertise and, if so, where? Do they use recruitment agencies? Which ones? What selection methods do they use? What things do they look for in applications?

Reactive Job Hunting

Where to Look

Advertised jobs are the tip of the iceberg....80% of jobs are never advertised

30% Networking
25% Speculative
20% Adverts
15% Agencies
10% Internet

Internet

There are several places where you can find vacancies:

- LinkedIn
- Job boards: Glassdoor, Indeed etc.
- Agency websites: The Treasury Recruitment Company, Brewer Morris, etc.
- Associations: ACT, ACCA etc.
- Company specific websites e.g. <https://anglianwatercareers.co.uk/>

Adverts:

- National, regional, and local newspapers (eg The Guardian, The Independent)
- Special job newspapers (e.g. Jobs UK)
- Specialist 'trade' journals

If you do not have everything they asked for in an advert, it is often worth applying anyway. The ideal candidate may not exist, and you may be the next best one.

Even if an appealing vacancy asks for more experience than you possess, it could provide a clue about where to look for similar jobs. You could use this advert as a way of making a useful contact with an employer. It may also give you something to aim for. Perhaps by getting more information you could find out how to get the experience you need to be able to apply for such jobs in the future.

Recruitment agencies

Many people believe that recruitment agencies are an easy option for job hunting. They can be a useful additional job-hunting method but, to increase your chances of obtaining meaningful work experience, you will have to put in a lot of effort.

- You will need to be very specific about the type of work you are looking for and select agencies that deal with appropriate sectors.
- You will need to ensure that your CV is targeted clearly at types of jobs to increase the likelihood of being selected by the agent.
- You will need to contact the agency regularly to ensure that they keep you in mind for positions.

Proactive job hunting

This involves tracking down unadvertised vacancies or, perhaps, creating new opportunities for yourself. One of the keys to this is building a network of contacts both as a source of information about the career that you are interested in, and as a way to get yourself known by people who may be able to help you.

Networking

Networking means using all your known contacts (and their contacts) to provide information that enables you to approach an employer professionally. It is best seen as a research exercise that leads to a speculative approach rather than asking “Do you know of any jobs”

The best option available to you for this is LinkedIn. LinkedIn operates the world’s largest professional network on the internet with more than 610+ million members over 200+ countries.

Networking Approaches

Work out what you will say when you make contact. Remember you are asking for help and/or names

Call or see each person. After each contact make a note to get back in touch after a suitable time

Make follow up contacts and try to get the names of more people you could talk to with the aim of expanding your network

Here is an effective format for networking call/email to a contact:

1. Introduce yourself
2. Say who gave you the persons name
3. Briefly explain that you are getting in touch because your mutual contact suggested he/she may be able to help with your job search
4. Ask if this is a good time to talk for 2 mins. Call back at an agreed time if not
5. Explain your job search objectives and the type of work you are looking for
6. Do not ask about specific job vacancies – you may miss out on a suitable opportunity if you are too specific – concentrate on your transferable skills
7. Ask for help
8. Suggested ways the contact may be able to help you might be:
 - Giving information on organization’s future and needs
 - Putting you in touch with other people they know
 - Keeping an eye out for suitable opportunities
9. Give your contact number, agree a follow up time, and thank them for helping
10. Use Facebook and Linked to develop your network

Speculative Approaches

A Speculative approach is an unsolicited or uninvited contact with an organisation when you are looking for vacancies or opportunities.

Use this method to target organizations you would like to work for or where you think there may be vacancies.

- Make a list of the organizations you would like to target e.g. FTSE100, pharmaceuticals, etc.
- Pick your first-choice organization
- Use research to answer the following questions:
 - Why do I want to join them?
 - How could they use my skills?
 - Who should I contact?
 - Who can tell me more about this organization?
 - Do I want to work there?
- Do you know someone who worked there previously who can tell you about the organization/ put you in touch with anyone?
- Decide who you are going to contact and write to them enclosing your CV
 - the best person to contact is the **MAN** (Money, Authority & Need) who is usually the hiring manager
- Follow up the email with a phone call 7-10 days later. Call again after a suitable time to see if the situation has changed

In a speculative email, remember to be short and to the point, be clear about the purpose.

Hints and Tips

You can make a speculative approach by email or by telephone

Make only well-informed approaches

Use Glassdoor to read reviews of what it is like to work at that company

Research is key to a good quality approach

Look for potential opportunities in the media, listen to network contacts and look out for physical signs like new buildings

Try approaching the potential manager rather than the HR department

Treat this as a campaign not a one off

Tracking down employer websites

Most businesses and organizations have their own websites. Use these to find out what they do, where they are and what jobs they have. This information helps you to decide whether to apply and, if you get an interview, helps you prepare.

Find a company website by typing its name into a search engine like www.google.co.uk. Try this for businesses you have in mind and for anywhere new you hear about.

General business directories like www.yell.com are great starting places.

Using company websites

- Many business websites have a jobs section. This might be called 'careers', 'current vacancies', 'working for us', 'jobs with our company' or something similar. Click on these sections to see what is available and whether it suits you.
- The site should tell you how to apply. This might involve ringing for an application form or applying by post in the traditional way. It is also likely you will be given the opportunity to apply online.
- If nothing suitable is advertised - or if there is not a jobs section - you could make a speculative application. This could be by post, phone, or email. The website might include a special link for CVs, a general company email address or a specific address for the human resources department.

Using job vacancy websites

There are several job vacancy websites.

Job vacancy sites are compiled in different ways. Some are made up of adverts from newspapers, job centres or agencies. Others charge businesses to advertise and are geared towards certain types of work. You may need to use several different ones in your search.

Most sites use drop down menus to help your search. This might be by job (e.g. Treasury Manager), place (e.g. Central London) and salary ranges (e.g. £40,000 - £45,000).

Once you see something, check that it suits you. Then follow the instructions about how to apply. This might mean ringing someone for more details, registering with the site, making an online application, or using some other method to apply.

Making online applications

- You can apply for many vacancies online. This involves completing an application form and submitting it through a website. In this sense it is quite like making an internet booking or posting on a message board.
- Generally, it is quicker to apply online. The actual process may be quicker, and you do not have to rely on receiving or sending things through the post.
- The application form may be modification of the normal one. You might be asked to send extra things - like a CV or covering letter as an attachment. Make sure you know how to do this and carefully follow the instructions.
- When making online applications you can save time by cutting and pasting from other documents. This is especially useful when you need to make a personal statement or give reasons in support of your application. Always make sure that what you are using is right for the application in question!
- Online applications can be nerve wracking if you are not sure your application has been received. Some organizations (not all) send confirmation emails. If in doubt

contact them to make sure. Should you be uncomfortable with applying online, ask if you can apply by post instead.

Applications online always will have a section which is the supporting statement.

This is your chance to highlight key skills and strengths with examples.

Applying for jobs by email

- Applying for jobs by email is a good approach if you are making lots of speculative applications. It is a much quicker and cheaper way than printing out letters and putting them in the post.
- Employers might ask you to use email to apply for advertised vacancies. When this happens make sure you follow the instructions and include all the things the employer wants.
- An email application is likely to include all - or some - of the usual things: a letter of application; a CV; details of referees. Do not sacrifice quality because of the ease of using email. It still needs to be done properly.
- Etiquette is important. Many people write emails more informally than they do letters. Try to use the same style as you would in a letter.
- Use a simple, non-jokey email address to avoid embarrassment or giving the wrong impression. "JASmith@...." is a safer bet than "greeneyes@....". If necessary, set up a special account for your job-hunting emails.
- Selecting the right email recipient is important. There might be a choice between a general account ('info@....'), a department or a named individual. It may pay to ring to check.
- Do not expect miracles if you are making speculative applications. Using email is time-efficient but not every employer will acknowledge your application or even spend time looking at it. Be realistic in your expectations and always be ready to amend or upgrade your email applications to create a better impression
- If you are doing bulk emails, and using the same or similar material each time, make sure you keep your files in order. Cutting and pasting can save time. Do not get lazy or complacent - make sure you have amended the content to match your current application rather than the previous one! **Do not send one bulk email to all potential employers as this can have a negative effect.**