

Be part of CIMA's success

CIMA where business and finance meet

Thank you for your interest in CIMA.

Want to play a part in driving the world's most successful businesses?

Being part of CIMA, the Chartered Institute of Management Accountants, means being part of a team that strives for the ever greater employability of our members, who drive the world's successful organisations.

Your application to join CIMA is very important to us and we make every effort to ensure that you understand the selection process and are kept informed of your progress. This brochure is designed to give you an initial insight into working for CIMA.

We are the only international accountancy body with a key focus on business. CIMA is a world leading professional institute that offers the most internationally recognised qualification in management accounting, with a full focus on business, in both the private and public sectors.

With more than 183,000 members and students in 168 countries, CIMA is committed to upholding the highest ethical and professional standards of its members and students.

At CIMA we have a professional approach to what we do; our corporate strategy reflects our ambitions, the competitive nature of our business and sets the tone for everyone's role at CIMA. The CIMA brand is a key factor in helping us deliver our strategy and inspires confidence in both employees and customers alike.

Our presence is ever-expanding globally and we currently have offices covering our 5 core regions: Africa, ASEAN, Europe, North Asia and SAME; every new member delivers further potential for expansion. We have recently announced a joint venture with the AICPA, the world's largest professional accounting organisation with members in a wide range of accounting and financial executive roles. This is an exciting time to work for CIMA and to be a part of our growth.

At CIMA we believe our people differentiate us from other organisations and underpin everything we do. So - as CIMA grows, so will you. We recruit from all sectors so whether your expertise is in areas such as sales, finance, public relations, marketing, thought leadership, operations, information technology or research and development, CIMA could have the opportunity you are looking for.

So if you have what it takes to live our CIMA Values: open, professional, customer focused, innovative and accountable; why not see what CIMA can do for your career?

We look forward to receiving your application.

Kind regards

Brad Taylor
Director of Human Resources

Our purpose, vision and mission give us our direction

The Chartered Institute of Management Accountants is a leading membership body that offers an internationally recognised professional qualification in management accountancy. We are the only professional body focusing exclusively on accounting for business. We are determined to provide the best possible qualifications tailored to the needs of employers and our members.

We promote the interests of more than 183,000 members and students in 168 countries through serving the needs of our members and maintaining and expanding our relationships with employers.

The strength of the CIMA qualification and our reputation amongst individuals and employers is reflected in the ever higher numbers of students recruited worldwide.

Our purpose

The ever greater employability of Chartered Management Accountants.

Our vision

Chartered Management Accountants driving the world's successful organisations.

Our mission

To be the first choice for employers in the qualification and development of management accountants.

A professional organisation

Our strategy gives us our direction and at CIMA we have a professional approach to what we do. We have a corporate strategy that reflects our ambitions and the competitive nature of our business.

The strategy sets the tone for everyone's role at CIMA and is brought to life through our annual business plans, which we aim to achieve or, better still, exceed.

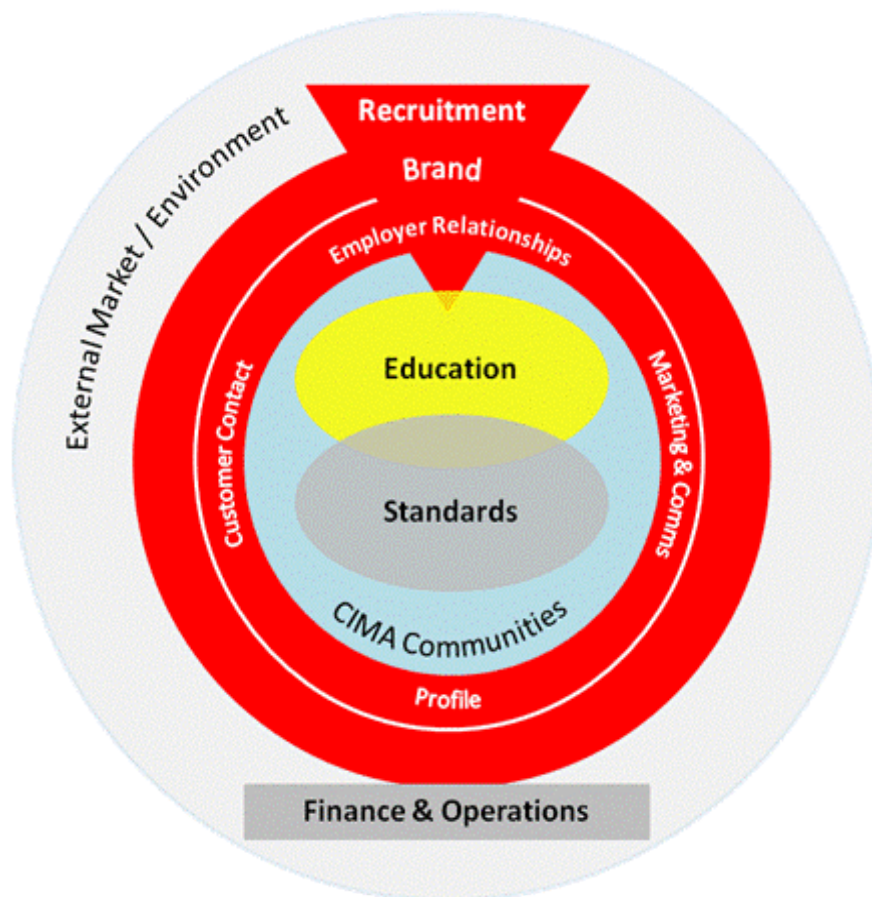
The CIMA brand is a key factor in helping us to deliver our strategy and gives us a united sense of focus. Supported by our five Values, CIMA's brand inspires confidence in our employees and customers alike. We are the voice of over 183,000 members and students in 168 countries. Emerging markets, strategic alliances, lifelong learning and technological developments will aid our growing success.

Since 1919 the organisation has been pioneering in business and this innovation continues to drive the organisation today. The CIMA qualification is a passport for personal and business success as CIMA members are financially qualified business leaders, guided by our code of conduct and strong ethical values. Our members and our employees are seen as inspirational and ambitious – they're driven, confident and aim to be the best.

As CIMA is where business and finance meet, CIMA aspires to be the first choice for individuals, employers and businesses.

The Business Map

The CIMA Business Map shows how we work to focus on high customer centricity with high professional, commercial and ethical standards. First it identifies the core activities of CIMA, second it identifies the market facing key adjacencies, and third it highlights the prime behaviour for activity that are required to drive the achievement of the CIMA Strategy. For practical purposes the business map creates a simple visual representation of CIMA, without hierarchy, whilst demonstrating the inter relationship of all the business functions.



Activity behaviours	
Red	Achievement Driven: Getting on with it & achieving the task. Values drive, focus, & directness
Yellow	Humanist: People focused culture. Values consensus, involvement & discussion.
Grey	Establishment: Well established rules & processes. Values compliance, order & conformity.
Blue	Expert: Values professional expertise. Tends to promote/reward the best trained or most skilled expert.

CIMA's core activities; Education, Professional Standards and the CIMA Communities

The heart of CIMA is deepening and fulfilling the potential of our members and students. The core of what we do is Education and Professional Standards and the provision of a community for management accountants. If our students are gaining the competencies needed to pass their exams, and as members are being given the opportunity to further their education through professional development, then CIMA is fulfilling its function.

The CIMA professional qualification is highly regarded by employers around the world because of its relevance to business. We aim to continue to keep the qualification relevant to business by the updating of the syllabus every four years, based on the key skills that employers and the market demands. The next update will be in 2014.

Ethical business is at the heart of CIMA's qualification, promoting the highest ethical and business standards and encouraging our members to be good and responsible professionals. Through our professional standards initiatives and Continuing Professional Development (CPD) we continue to promote these highest standards of conduct and integrity amongst CIMA members so that the trust and confidence placed in them by the market place and society, as professionals, is upheld.

CIMAsphere, our virtual community, provides the engagement between our members, students and prospective students worldwide. It inspires conversations and ideas-sharing between our community of members and students, enabling direct communication with and between individuals anywhere in the world and acting as an informal tool for collecting feedback to keep CIMA relevant.

Delivering Performance

Knowing about CIMA's aims and your aims enables employees to deliver high performance. CIMA do this by looking at different areas and ensuring that our employees:

Understand their contribution to CIMA's success via

- Annual business plans
- Strategy
- Balanced scorecard and KPIs

Agree SMART objectives via

- First day new joiner induction
- Department and company inductions
- By week four, agree SMART objectives and core competencies
- By month five, review performance

Own their development by

- Identifying needs
- Agreeing a personal development plan
- Identifying opportunities and making them happen
- Measuring the impact

Have Regular Feedback via

- 1:1 meetings and team meetings
- Performance Appraisal

Are Rewarded and Recognised via

- Employee benefits
- Development opportunities
- Annual salary review

Communicate via

- Intranet
- All Staff presentations
- Employee survey

Learning and development

At CIMA we have a culture of continuous improvement. This encapsulates our systems, processes and also our people. We take learning and development seriously and have a structured performance appraisal that captures key objectives and development needs, as well as career development ambitions.

Development takes many forms at CIMA; including on the job coaching, attending conferences, professional qualifications and participating in training courses, including those that are published in our comprehensive training schedule. We know that building people's skills enables them to deliver their work objectives, prepares them for future roles and keeps them open to managing change and looking at issues innovatively.

In our last employee survey, the majority of our employees told us that the training that they received, since starting at CIMA has helped them in their jobs.

Rewards and benefits

We recognise that a person joins a company for many different reasons. We know that pay and benefits form part of what attracts people to a company and our intention is to reward at an appropriate level to attract and retain the calibre of people required to achieve our goals.

CIMA offers an array of competitive benefits that facilitates a positive working environment. In addition to salary, we have a range of benefits including pension, group life assurance and payment for up to 2 professional membership subscriptions per year. Further details will be discussed at interview.

The Recruitment Process

Interview and assessment

Once you have submitted your application for employment, your application will be shortlisted against the job description for the position. Shortlisted candidates will be invited for an interview and assessment process for the role.

This process may include the use of competency based interviews, work sample testing, psychometric testing or other means of assessing your potential performance for the role.

Competencies

All interviewees will be asked questions relating to CIMA's Core Competencies:

- **How We Communicate** - *Effectively communicates ideas and instructions both orally and in writing, presents the right image to internal and external customers. Uses a variety of approaches to persuade and influence individuals or groups to gain commitment.*
- **How We Deliver Work** - *Adopts a can-do approach to work and to continually improve own and team results. Puts drive and energy into achieving results.*
- **How We Find Solutions** - *Seeks to understand a problem or issue, by breaking it down into its constituent parts, using a methodical step-by-step approach. Analyses and interprets data in order to reach a decision or determine the root cause of a problem.*
- **How We Respond To Change** - *Seeks out and readily accepts new ideas, opportunities and ways of doing things. Sees change as an opportunity to develop and improve. Is flexible and adaptable, responds to changing conditions and manages ambiguity.*

Leadership Competencies

A leadership competency framework has been developed to provide a focus on management and leadership behaviours of a CIMA Manager.

There are five leadership competencies which will be assessed during the recruitment process for any leadership roles:

- **Model the Way** - *Leaders who model the way, demonstrate good leadership and inter-personal skills and are role models to others*
- **Inspire a Shared Vision** - *Leaders who inspire a shared vision have a strong vision of the future and they inspire their people to deliver this to the business*
- **Challenge the Process** - *Leaders who challenge the process seek out challenges to improve organisational effectiveness*
- **Enable Others to Act** - *Leaders who enable others to act foster collaboration, build trust and have a strong sense of teamwork, making it possible for others to do good work.*
- **Recognise and Celebrate** - *Leaders who recognise and celebrate show appreciation for people's contributions, recognising their value and commitment.*

Each of the competencies promotes the behaviours associated with continuous improvement, innovation and employee engagement. As with our core competency

framework, the indicators or behaviours in the leadership framework have been mapped to the CIMA Values.

Psychometric Testing

Psychometric testing will only be administered and scored by a fully qualified practitioner who has been trained to standards set by the British Psychological Society. If you would like to find out further information about the tests we use, or to conduct a practice test please visit www.shldirect.com

Equality and diversity

CIMA values the diversity of its employees and recognises that each employee brings with them ideas, talent and individuality. They are encouraged to optimise these attributes to promote harmonious working relationships and enhance our organisational success. We are committed to ensuring that the workplace is free from unlawful discrimination on grounds of colour, race, nationality, ethnic or national origin, gender (including gender assignment), sexual orientation, religion, age, marital or civil partnership status or disability.

Special requirements

CIMA takes its responsibilities for a safe working environment seriously and actively promotes health and safety practices. As part of this commitment we ask you to let us know prior to your interview whether we need to make any reasonable adjustments to accommodate you.

If you are invited to participate in a selection process and require any assistance to do this, please email: jobs@cimaglobal.com specifying your requirements in terms of special facilities or reasonable adjustments and we will do our utmost to accommodate you.

Alternatively please contact a member of the human resources team on +44 (0)20 8849 2424.

Use of personal data

Your CV will only be seen by people at CIMA who are involved in the selection process and will be used to determine if you have the appropriate skills and experience for the role that you have expressed an interest in.

Information from this application may be processed for purposes registered by the employer under relevant legislation, such as the Data Protection Act 1998 in the UK. By submitting an application, you agree that we may process your data under the relevant legislation.

If you join CIMA your CV will be retained on your personal file in the human resources department. However if your application is unsuccessful, on this occasion, your CV will be securely retained at our London office for 12 months following your interview date. During that time we may also use your CV to draw your attention to any alternative positions that we believe might be of interest to you. Alternatively, if you would prefer your details to be destroyed please contact us at jobs@cimaglobal.com or on +44 (0)20 8849 2424.

Criminal convictions

If you do have a conviction which is not classed as spent under the relevant legislation such as the Rehabilitation of Offenders Act 1974 in the UK, please ensure you disclose this to our

human resources department at the time of application. Any recruitment decision will be based on a full and fair assessment of your circumstances and the risks associated with the position. A criminal conviction will not automatically bar you from appointment, but trying to withhold this information will result in any offer of employment being withdrawn, or disciplinary action being taken.

Right to work

In order to comply with country specific immigration laws, you will be required to provide proof of your right to work by providing original documentation if you are called to interview. CIMA will ask you to provide this information regardless of your nationality, or country of origin, and we will not be in a position to make an offer of employment until such documentation has been provided. When you are invited to interview you will be advised what documentation to bring with you.

Declaration

By submitting an application, you declare that the information given in your application, interview, or any pre-employment checks is true, and correct. Any employment offer is conditional upon you having and retaining all the educational, vocational, professional and any other appropriate qualifications that you stated you had when applying. Should CIMA find out that any information provided by you is untrue, it may withdraw any job offer, or in the case where an appointment has been taken up, take disciplinary action against the employee which may result in dismissal.

We wish you well with your application, and look forward to welcoming you soon.

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