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**Graduate Recruitment Programme Guidance Notes**

**BDO Limited, Jersey**

BDO Limited is the Jersey member firm of BDO International, the world’s fifth largest accountancy network with just over 80,000 partners and staff in 162 countries. BDO in Jersey provides audit, outsourcing, tax and advisory services to both local and international clients.

Each year we recruit high calibre, motivated graduates to train as accountants completing professional examinations through the Institute of Chartered Accountants in England & Wales (ICAEW), the Institute of Chartered Accountants of Scotland (ICAS) and the Association of Chartered Certified Accountants (ACCA).

**Minimum entry requirements**

You will need to meet the following entry requirements in order to apply for our graduate recruitment programmes:

* A minimum of a 2:2 Honours degree in any discipline, obtained or predicted;
* Grade A\*-C/9-4 in Maths and English at GCSE/Scottish Standard grades or equivalent\*;
* 3 A levels or equivalent at A\* - C, or equivalent\*\* taken from your highest three A-level grades excluding General Studies and the Extended Projects, obtained or predicted.

\*If you have studied outside the UK education system, we will accept the equivalent in accumulated grades to UCAS points.

\*\*If you have studied alternative academics, we will accept the equivalent in accumulated grades to UCAS points.

**Extenuating circumstances affecting your grades**

Our research shows that there is a marked correlation between good academic qualifications and success in professional exams. This is why we ask for certain academic requirements. If you believe that circumstances beyond your control may have affected your grades, please tell us about these on your application form. We will also need written confirmation of these circumstances from the relevant academic institution, or your doctor, when you apply.

**International candidates from outside the EEA**

We are unable to secure work permits for trainee accountants and therefore are not able to accept graduate trainee applications from anyone who is not a UK or an EU national. For further information please refer to the Government of Jersey Immigration website at <https://www.gov.je/Working/WorkPermits>.

**Jersey housing and work requirements**

In Jersey, the Control of Housing and Work (Jersey) Law 2012 (CHW) Law determines where you can work and live depending on your residential status. If you have “Entitled” or “Entitled to Work” status we are able to consider you for all available vacancies at BDO in Jersey. As a graduate trainee, if you were not born in Jersey, have no previous connections to Jersey and have not lived in Jersey for five consecutive years, the likelihood is that you will be classified as a “Registered” worker. This means that an employer is required to have a “Registered” licence in order to employ you. Each business has a prescribed number of Registered licences and therefore the number of available licences for new incumbents can alter throughout the course of the year. However, all businesses closely monitor their manpower levels and therefore we will be able to advise at the time of applying to BDO whether we have any available Registered licences for this role.

For further information on the CHW Law and the housing and work categories please refer to the Government of Jersey website at

<https://www.gov.je/Working/Contributions/RegistrationCards/Pages/ResidentialStatus.aspx>

**Stage 1 - Application Form**

As CVs vary greatly in content and information we use the same “Graduate Application Form” for all applicants, so that our recruitment team can assess you fairly and objectively.

You’ll be asked to provide details of your academic background, positions of responsibility, extra-curricular activities and work experience. There are also five free-text questions. Please limit each answer to around 250 words.

The application form should take you approximately an hour to complete and may be completed electronically, or by hand. Once completed please email to hr@bdo.je or alternatively post to:

Graduate Recruitment

BDO Limited

Windward House

La Route de la Liberation

St Helier

Jersey JE1 1BG

**Stage 2 – Online Ability Test**

If your application is successful at Stage 1 we will ask you to complete two online reasoning tests in numerical and critical reasoning. These tests will assess your numerical reasoning and critical reasoning ability.

The professional accountancy exams and your work at BDO will demand a high standard in both these skills, so we use the tests to indicate your ability.

You will be updated by email when you are able to complete our online reasoning tests. The email will be sent to the email address you supplied during your application so keep an eye on your inbox. Following completion of both reasoning tests you will receive an acknowledgment.

You will be advised whether you have passed this stage in the assessment process soon after completion. If you pass both of our reasoning tests then you will be invited to the next stage of the recruitment process which is a telephone, Skype or face to face interview.

Further tips:

* Make sure you are relaxed and ready before you start the test;
* Check you are somewhere where you can concentrate and won’t be interrupted;
* Our reasoning tests are time-recorded rather than time limited. Therefore you take the time you need to respond to the questions. However, we recommend allowing up to 40 minutes to complete each test.

**Please note: you may be chosen to be part of a random selection of applicants to be re-tested at a later stage of your assessment process.**

**Stage 3 – Interview Selection**

Usually the first round interview is with a Manager and Senior Manager of the business and will either be a telephone interview, Skype interview or a face to face interview. This will be dependent on where you are located at the time of your application to BDO. The interview will last approximately 60 minutes.

We conduct competency based interviews which means we will ask you questions based on the competencies we believe are important in the role that you have applied for. The interviewers will mainly ask questions that let you draw on past experience from university, any previous work you’ve done or activities you’ve undertaken. If you are successful at first interview you will be invited to join us for a second, face to face interview, with one of our Directors.

On the final interview day we will also suggest that you join some of our current trainees for coffee or lunch, depending on time constraints, so that you can discuss their experiences of working and training with BDO in a relaxed, informal setting.

We will write to you shortly afterwards, within an agreed timescale, to advise you of the outcome of your final interview.

**Key competency requirements**

In addition to our academic requirements, we expect you to display certain key competencies throughout the recruitment process which we believe will enable you to make the difference that really matters to our clients, and those that will make you highly successful at BDO.

The five key competencies are as follows:

**Client Service**

Client service is at the centre of everything we do. We’ll expect you to be able to establish excellent working relationships with your clients. That means reacting quickly and delivering value. It means giving your best, every day. Clients want to hear from us regularly so we’d like you to show initiative, to be resourceful; to know where to go for ideas and how to come up with the solutions our clients need.

**Commercial and market focus**

Providing quality service means being sharp and commercially smart – alert to what is going on in a client’s business and sector. It means putting yourself in the client’s shoe, taking a long-term view and really understanding the commercial impact of the work we do.

**Accountability for results**

This is all about taking responsibility for the quality of your work, being attentive to details and managing your time effectively – in order to deliver the best possible result. Here we are looking for an energetic, forward-thinking and creative approach to delivery and we expect you to be good at meeting deadlines.

**Communication**

This takes on not just clarity and style of communication, but also excellent listening skills. You will need to be attentive to what a client needs: to listen first and ask the right questions. It means communicating in a way that is appropriate and proactive, as well as handling difficult communication with extreme tact.

**Teamwork**

No one person has all the answers. At BDO we always act as a team, so we’ll expect you to be effective at developing working relationships, not just with clients but with colleagues too. We look for good influencing skills and an energy that will make your colleagues- and your clients – want to hear your views. And we’ll expect you to create value from diversity in a way that shows respect for all your colleagues.

**Our Values**

Our core values are the principles we are committed to upholding now and in the future. They influence how we manage our work, our relationships and ourselves.

Our four core values are:

**Empowerment and Personal Responsibility**

Work with confidence, flexibility and freedom. Understand that trust and responsibility go hand-in-hand.

**Honesty and Integrity**

Be transparent, genuine and fair. Operate with the highest degree of personal and professional integrity.

**Mutual Support and Respect**

Value and support each other. Maintain an inclusive working environment where teamwork and relationships matter.

**Professional and Personal Client Relationships**

Understand the person as well as the business. Build relationships based on respect, trust and exceptional service.

**Any other questions**

If you have any further questions in relation to our graduate recruitment programme that are not covered in these guidance notes, please do not hesitate to email our HR team at hr@bdo.je.

**Recruitment Privacy Notice**

BDO Limited and its subsidiaries are committed to protecting the privacy and security of your personal information, in compliance with the Data Protection (Jersey) Law 2018. Please refer to our website for a full copy of our ‘Recruitment Privacy Notice’**.**

**Graduate Application Form**

**Personal Information:**

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| --- | --- |
| **First Name:** | Enter text |
| **Middle Name:** | Enter text |
| **Last Name:** | Enter text |
| **Preferred Name:** | Enter text |
| **Home Address:** | Enter text |
| **Term Address:****(if applicable)** | Enter text |
| **Email Address:** | Click or tap here to enter text. |
| **Telephone Number:** | Click or tap here to enter text. | **Mobile Number:** | Click or tap here to enter text. |
| **Nationality:** | Click or tap here to enter text. | **Jersey Housing Status:** | Click or tap here to enter text. |
| **How did you hear about BDO Limited, Jersey?**  | Click or tap here to enter text. |

**University Education:**

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| **University:** | Click or tap here to enter text. |
| **Country:** | Click or tap here to enter text. |
| **Date From:** | Click or tap to enter a date. | **Date To:** | Click or tap to enter a date. |
| **Qualification:** | Click or tap here to enter text. |
| **Subject:** | Click or tap here to enter text. |
| **Classification:** | Click or tap here to enter text. | **Expected or achieved?** | Click or tap here to enter text. |
| **Please list additional further education below:** |
| **University:** | Click or tap here to enter text. |
| **Country:** | Click or tap here to enter text. |
| **Date From:** | Click or tap to enter a date. | **Date To:** | Click or tap to enter a date. |
| **Qualification:** | Click or tap here to enter text. |
| **Subject:** | Click or tap here to enter text. |
| **Classification:** | Click or tap here to enter text. | **Expected or achieved?** | Click or tap here to enter text. |

**School Education – A level or Equivalent:**

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| **School Attended:** | Click or tap here to enter text. |
| **Country:** | Click or tap here to enter text. |
| **Date From:** | Click or tap to enter a date. | **Date To:** | Click or tap to enter a date. |
| **Please list all qualifications in date order:** |
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**School Education – GCSE or Equivalent:**

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| **School Attended:** | Click or tap here to enter text. |
| **Country:** | Click or tap here to enter text. |
| **Date From:** | Click or tap to enter a date. | **Date To:** | Click or tap to enter a date. |
| **Please list all qualifications below in date order:** |
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| **Any additional qualification details** | Click or tap here to enter text. |

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| **Are there any extenuating circumstances which may have affected your grades? If so, please list.**  | Click or tap here to enter text. |

**Work Experience:**

|  |  |
| --- | --- |
| **Employer:** | Click or tap here to enter text. |
| **Job Title:** | Click or tap here to enter text. |
| **Country:** | Click or tap here to enter text. |
| **Date From:** | Click or tap to enter a date. | **End Date:** | Click or tap to enter a date. |
| **Responsibilities:** | Click or tap here to enter text. |
| **Reason for Leaving:** | Click or tap here to enter text. |
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| **Employer:** | Click or tap here to enter text. |
| **Job Title:** | Click or tap here to enter text. |
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| **Employer:** | Click or tap here to enter text. |
| **Job Title:** | Click or tap here to enter text. |
| **Country:** | Click or tap here to enter text. |
| **Date From:** | Click or tap to enter a date. | **End Date:** | Click or tap to enter a date. |
| **Responsibilities:** | Click or tap here to enter text. |
| **Reason for leaving:** | Click or tap here to enter text. |
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| **Employer:** | Click or tap here to enter text. |
| **Job Title:** | Click or tap here to enter text. |
| **Country:** | Click or tap here to enter text. |
| **Date From:** | Click or tap to enter a date. | **Date To:** | Click or tap to enter a date. |
| **Responsibilities:** | Click or tap here to enter text. |
| **Reason for leaving:** | Click or tap here to enter text. |
| **Please continue on to the “additional information” sheet at the back of the application if required** |

**Extra Curricular Activities:**

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| --- |
| **Please provide details of any extra-curricular activities you are involved in including any notable achievements:** |
| Click or tap here to enter text. |

**Career Motivation:**

|  |
| --- |
| **Why do you want to join BDO in Jersey?** |
| Click or tap here to enter text. |
| **What are your reasons for applying for a graduate trainee position in audit? What is your understanding of the role?** |
| Click or tap here to enter text. |

|  |
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| **It is important that our trainees are able to work as part of a team. Use this space to provide an example(s) of how you have worked as part of a team and what skills and experience you achieved through doing this?**  |
| Click or tap here to enter text. |

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| **Beyond your academic achievements what individual qualities can you bring to this role?**  |
| Click or tap here to enter text. |
| **Our core values are the principles we are committed to upholding now and in the future. Taking ONE of our core values, explain what it means to you and provide an example of where you have demonstrated this in a recent real life, scenario.****BDO values are: Empowerment and Personal Responsibility| Honesty & Integrity |Mutual Support and Respect| Professional and Personal Client Relationships|** |
| Click or tap here to enter text. |

**All applications are treated in the strictest confidence.**

Signed:­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please email the completed application form to our HR team at hr@bdo.je or alternatively post to:

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[**www.bdo.je**](http://www.bdo.je)

**Additional Information:**

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| **Please use the space below for any additional information** Click or tap here to enter text. |