



Hardie Caldwell LLP

CHARTERED ACCOUNTANTS & BUSINESS ADVISERS

Student Information Pack



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Who we are

Hardie Caldwell LLP is a medium sized firm of Chartered Accountants and Business Advisers based in Glasgow. We are a well established 7 partner firm and have been in business for nearly 100 years. With our years of knowledge and experience we have developed a strong reputation in the market to provide the very best business services to our clients and an in depth training to our staff.

As an Investor in People, an ICAS and ACCA Accredited Employer, we have been a training firm for many years and are proud of the success that our students have achieved whilst working towards their qualifications.

Read through the pages of this information pack to get a feel for what we do and how we operate as a firm. It's a quick way also to get an overview of what we offer before you start to explore in depth.

There's an outline of our range of clients, a summary of our training and we will also tell you what makes us truly unique and different from the others. You can also read what our recent CA trainees have to say about working for us and find out why our people are proud to be part of our firm.

This is a guide to what you may wish to know - and we've put it all together in one place.



How we operate as a firm

Internally we are structured in Skill Groups whereby we can encompass the wide range of skills amongst our staff and work as groups to support our clients. We also have Focus Groups whereby we concentrate on key sectors such as Charities, Construction, Pensions, Leisure & Entertainment and Professional Practices.

This structure encourages our trainees to develop and learn new skills all the time.

Our clients include some of the biggest businesses in the West of Scotland area. We have both personal clients and business clients from many areas of industry in which you will gain first hand experience.





"I made the right choice working and training with Hardie Caldwell. On the first day, I remember meeting fellow trainees and the partners who were all friendly and enthusiastic to welcome me. They had organised a social lunch for us to meet the rest of the students of various levels. I felt at ease straight away and reassured that I would fit in. The staff really did make me feel relaxed allowing me to ask questions without worrying. I knew after the first week that if I needed it, anyone, no matter how senior would be more than willing to help and support me through the ICAS training."

*Stephanie McLelland
1st year CA Trainee*

Training with Hardie Caldwell LLP

We strive for excellence in whatever we do and this is reflected in our current practice. Because we are a medium sized firm, our trainees get to work across different skill groups, gaining experience in more than one area of accountancy. Every year we take on a small group of CA trainees and train them to become competent, professional and rounded individuals.

We have an excellent success rate which is indicative of our depth of training and highly supportive culture. Our continuous commitment to excellence means that at the end of three years you will find yourself to be more confident and extensively knowledgeable.

We are successful because we invest in our people. It's that simple.



Why start your career with a firm our size?

Like any other firm, we too can provide you with a number of reasons why you should work with us but we decided to stick to our eight best reasons because we really mean what we say!

Hardie Caldwell LLP is as human as its employees are and we hope the points below will convince you of that fact. You should start your career with us because:

1. We won't make you feel left out or part of a crowd.
2. You will have direct contact with our partners and senior managers right from day one.
3. You will be working in a very modern hi-tech environment which will help you succeed in your job.
4. We provide competitive starting salaries inline with the ICAS standards.
5. Unlike other firms, you won't be treated only as a resource to complete a job. You will become a vital part of the team you join and will add substantial value to our day to day client service.
6. We will provide you with full study support making sure that you excel in your exams.
7. You will be interacting with like minded colleagues who work hard and party hard. (Usually on Friday evenings!)
8. You will find that we instil in our people a strong desire to succeed by chalking down a solid career development map so that you thoroughly learn and enjoy your work.

Our people, our setting and our processes send positive influential messages, making us successful in what we do.



Why are we unique?

We are truly a forward thinking firm. We say this because we believe everything we do speaks for itself. This means that from the smile on the receptionist's face and the bright flowers lining the walkway to the way our teams face our clients — says something about us. We have long recognised the importance of our firm's environment.

All our client facing and administrative teams are equipped with the right resources at the right time. Our philosophy is to employ the best people suited to our firm, show them the right direction, give them the right tools and provide them work on challenging projects.

Because of the range of clients we work with, every project is unique and you will keep learning something new all the time. We make sure that there is never a time you're left alone wondering what to do next! Our open plan working environment fosters effective team interaction so you can always fall back on your colleagues whenever you need help.

Have a look at what our CA trainees have to say...

"I have been achieving my goals at Hardie Caldwell whilst working in an environment in which I have made genuine and long lasting friends. The team ethos and open nature of the office means that it is an enjoyable place to work and for these reasons I really appreciate where I currently am."



Clare Gillespie
Assistant Manager
Corporate Services

I always knew I wanted a professional career that I enjoyed whilst earning a good salary. I chose to study Accountancy with Finance at Strathclyde University and graduated in 2004 with a 1st class BA (Hons) Degree. I enjoyed my time at University and soon realised I had a flair with numbers and undertaking a CA contract seemed like a natural progression.

It's no secret that gaining your professional qualification is challenging, requires hard work and dedication. It was a daunting time for me and I knew working for the right firm would play a major role in my success.

In searching for employment I attended a number of interviews with Glasgow firms but it was Hardie Caldwell that really stood out for me. The people, the working environment and the relaxed way the interview was conducted

really left me with the feeling that Hardie Caldwell would be a great place to work.

I have no doubt that working for Hardie Caldwell was instrumental in me gaining my Chartered status. From day one I was responsible for client accounts and managing client relationships. As I progressed, I was given the senior role on audits.

I have now been at Hardie Caldwell for the duration of my 3 year training contract, after which I was offered the role of Assistant Manager. In this role, I am still responsible for leading the audit fieldwork on some of our bigger clients but am now more focussed towards planning, organising, guiding and reviewing the work of others. I feel that the wide and fulfilling range of experiences I received throughout my CA training period has suitably equipped me for this new role.

“Each student is allocated a ‘Mentor’ throughout their training and meets on a monthly basis to discuss any problems and have a general chat. From experience I found this to be one of the most beneficial aspects of my training, it allowed me to discuss my worries with my mentor and decide on proactive ways to combat these issues.”



Heather Calderwood
Tax Skill Group

I studied at Glasgow University from 2001 – 2005 and achieved a 1st class honours in Accountancy and Law.

My aspirations at that time were to gain my qualifications to allow me to train for my CA in Glasgow. It is such a widely respected and regarded qualification that during my time at university it was and continues to be my focus.

When I was searching for employment I was very focused on the idea that I wanted to work with a medium sized firm. Throughout my previous work experience at university, I had learned that the larger the firm the less people I got to know! However, I wanted a firm

that was large enough to give me the opportunity for experience in other departments and progression onto new roles.

I found my first few months at Hardie Caldwell quite daunting as I was expected to undertake a certain level of responsibility for my work. However, the seating arrangements in the office ensured that I had the support required to get on with my job.

My position has now changed within the firm and I am now a member of the Tax Skill group. In this skill group I deal with a varied portfolio of clients ranging from partners, directors, musicians to high net worth individuals.



CA

TPE

TPS

TC

How will you train with us?

There are three stages of examinations forming the ICAS structure:

TC – Test of Competence

TPS – Test of Professional Skills

TPE – Test of Professional Excellence

Throughout the three year training you must complete a log book which is submitted to ICAS to ensure that required competencies are being attained.

There are five subjects within the TC set of examinations. Most of our first year students have an ICAS accredited degree which will give them full exemption from TC stage exams. However, some students may be required to sit the TC examinations if they have not completed all of the required modules specified by ICAS. In these circumstances they will generally receive part exemption and will be requested to attend classes and sit the relevant exam before proceeding to the TPS stage.

The TPS stage is spread across one year. During this one year students will attend ICAS courses fully sponsored by us. These block classes are spread across the year.

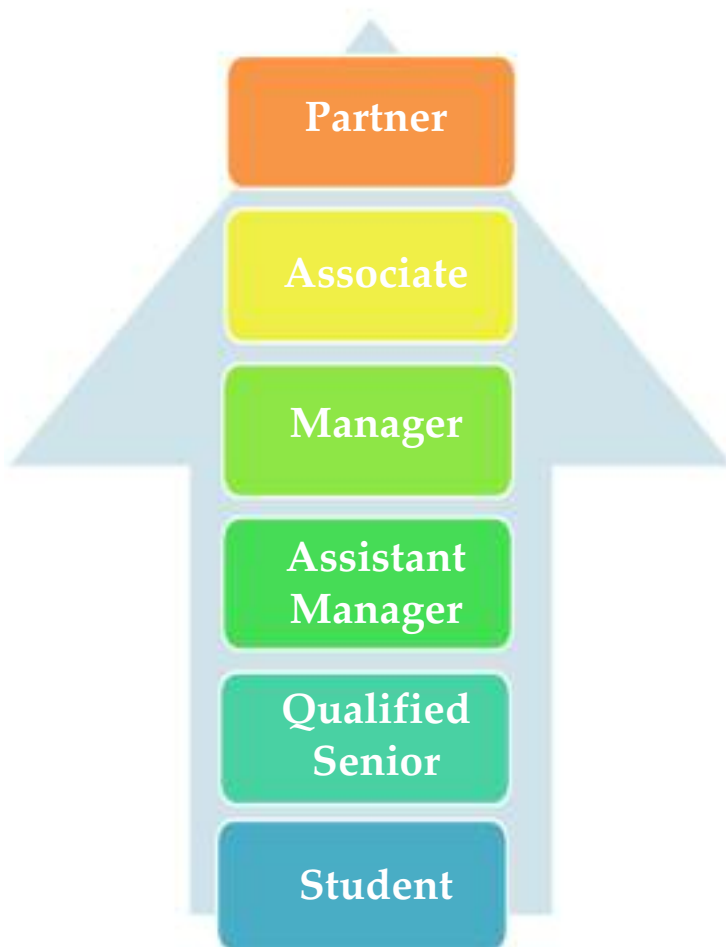
Following successful completion of the TPS exams, students will then progress to the TPE stage.

Again like the previous year, ICAS classes are spread over the year at the end of which our students will sit their final TPE exam. Upon successful completion of the TPE examination students will complete their log book for final submission to ICAS. They will then be awarded a CA status at the end of their CA training contract.

At Hardie Caldwell LLP we always allocate mentors to all our CA trainees to support them throughout their training contract ensuring that you always have help at hand whenever you need it.



How will you progress within our firm?



We want our people to perform and to be recognised for their achievement and hard work they put in. So to help them achieve their aspirations we create attractive positions with well-defined paths that will reward them consistently and objectively.

There are mainly three kinds of people in our firm - "Rainmakers, Specialists, Intellects". Rainmakers, usually partners & associates, are charged with identifying new clients, identifying needs of existing clients, and selling new engagements based on existing or new service offerings. Specialists, usually managers, are charged with ensuring that the execution of our projects is proceeding smoothly. Intellects, usually qualified seniors or trainees, execute the work and perform much of the analysis during a project.



Who are we looking for?

Our success depends on our people. It's not rocket science. So we search for individuals who can help us maintain this success and build on it.

We are definitely looking for people with a strong academic record but it is also important that you have the ability to foster good relationships both internally and externally. Our reputation and strength is maintained through strong relationships with our clients and these relationships are maintained through a very professional approach. We give a lot of attention to people skills as we maintain very high business standards.

When our CA trainees start with us they are usually generalists. They know a lot about a lot of things. We choose such people because when we bring together individuals with different personalities it cultivates a very dynamic working environment. It's what makes our firm an exciting place to work in.

Attracting the right people is just the beginning, we then maximise their potential by providing ongoing training, mentoring and personal development opportunities.

Prepare, Practice, Be Yourself.



What impresses us?

Update your CV and check those spelling mistakes which can make you look careless.

Visit your university careers advisory service for help and advice on your CV.

Think about a sales pitch, what you can offer, skills, qualities and experience.

Meet us face-to-face at an on-campus presentation; ask probing questions - they are a great insight into our organisation.

Visit our website and read all about us.

Arrive early at our Student Open Day, spend some time with our graduate trainees and find out what clicked for

them and what did not! It's as much your opportunity to meet us as it is our opportunity to meet you.

Apply through our profile page on the ICAS website.

Read about our industry and prepare some questions for the end of the interview. People who are going to interview you have expert knowledge of accountancy and business. This is your best chance to make an impression.

Ensure that you're dressed in appropriate attire. It is one of the many signals of respect you will send to the interviewer during the first 20 seconds.



Our Selection Process

Our selection process is fairly simple as we do not conduct rounds of interviews. We recognise that besides applying for a CA training programme students do have to study for their final year exams. So how do we select the right people and how do we know who would fit in our firm?

All CA trainee recruitment at Hardie Caldwell LLP starts with the application form. You can apply on our website, through university campus presentations, on our student open day or you can also apply through the ICAS website. We will ask you some behavioural questions which will assess - how you think, how you structure your answers and how you react in different situations. This is your chance to showcase your academic success, work experience and everything else you have to offer.

Your completed application is thoroughly screened by our Director of Operations and sent to our managers for further scrutiny. This is a fair indicator for us to judge if you have the attributes we are looking for. If you're short listed we then invite you for a formal interview with our Director of Operations and one of our managers. The interview usually lasts for 60 minutes and our questions range from general to situational based questions. If you're selected we will inform and send you the offer letter as soon as possible. In total the whole process, from interview to offer, should take no more than three weeks.

We always make sure that you're given every opportunity to show your best, at the same time we'll also be doing all we can to show you why Hardie Caldwell LLP could be just the firm for you.

"I didn't want to spend my next three years in a firm where only my manager knew and recognised my work. Within weeks of joining Hardie Caldwell, I was already interacting with partners and learning from the very best. The firm immediately sent a message of top professionalism and trust. I was amazed at the level of responsibility given to me at such an early stage encouraging me to unleash my potential."

*Fiona Limond
2nd year CA trainee*

Our Student Open Day

Every year after our on campus presentations we organise a student open day at our offices. This is a fantastic opportunity for you to see our offices, meet our people, and have a chat with them about their experience of working within our firm. The open day usually runs for about two hours starting at 5 pm. [This year our student open day is on 15th October 2007.](#)

It is a very informal event where we want you to be relaxed and be yourself when talking to us. It is also an opportunity for us to see if you would fit well within our teams.

So what should you expect on the student open day?

Once you arrive at our office, one of our CA trainees will greet you and take you along to our board room where you can enjoy some nibbles and get yourself comfortable. We will give you a tour of our office and show you

around our very modern open plan working environment. We will also have an application point, a CV drop off point and a website registration point designed for you.

You can expect to meet people at different levels in our firm. The open day is usually attended by our current CA trainees, seniors, managers, and our Director of Operations. Be prepared to answer ice breaker questions like – what areas you wish to work in, and what draws you to a mid size firm etc.

You can also use the student open day to research more on our firm. It may be that you have some questions to ask our staff. The open day is an ideal opportunity to ask us your questions and we will be more than happy to answer your queries.

We look forward to meeting you....

"I was looking for a company that can instil in me the professionalism that is expected by top performers - training with Hardie Caldwell taught me just that! I am more confident today than I ever was. The extraordinary work environment encourages me to excel, continually evolve, improve and give my best performance all the time. I have just completed my CA training and have been promoted as an assistant manager to work alongside the management team."

*Colin Darroch
Assistant Manager
Corporate Services*



The next step...

■ If you are interested to find out more about Hardie Caldwell LLP log onto our website:

www.hardiecaldwell.co.uk

■ You can also find information about us on the ICAS recruitment website and apply through our profile page:

www.ca-training.co.uk

■ Attend our Student Open Day to meet our current CA Trainees:

[Date: 15th October 2007*](#)

* From 5pm to 7pm.



Hardie Caldwell LLP

CHARTERED ACCOUNTANTS & BUSINESS ADVISERS

Registered Office

Citypoint 2
25 Tyndrum Street
Glasgow
G4 0JY

T: 0141 331 9600 F: 0141 331 9600

www.hardiecaldwell.co.uk



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SCOTLAND