

Perspective is a national financial planning and wealth management group which operates from 21 offices across the UK employing over 275 staff, including over 80 highly qualified advisers. It provides impartial, specialist advice for individuals, corporates and trustees on pensions, retirement planning, inheritance tax planning, investments and group risk and business protection matters, often working closely with other professional advisers such as accountants and lawyers.

The group differentiates itself by having a strong and ethical client-centric culture, a robust compliance approach and a clear focus on developing its pipeline of trainee adviser talent through its workplace based in-house Training Academy.

The Six Values that have helped shape Perspective into the firm it is today are:

- We are client-centric
- We will do the Right Thing
- We always deliver
- We become a trusted member of the family
- We continually set standards of excellence
- We believe in teamwork

Watch our short video on our values here:

<https://www.pfgl.co.uk/about-us/our-values/>

Group Recruitment/Talent Acquisition Coordinator (ref: 192)

Location: Chorley Head Office, PR7 1NY

Hours: Monday - Friday 9.00am - 5.00pm (35 hours)

Salary: £22,500 - £25,000 Dependant on experience and qualifications

Benefits: 25 days holiday (rising with length of service) plus Bank Holidays, Holiday Purchase Scheme, Life Assurance, Pension and Corporate Eyecare

Role Description:

Our Group People Department is actively recruiting for a Recruitment/Talent Acquisition Coordinator who has proven experience of working in a busy recruitment environment. This is a newly created role to primarily support and coordinate recruitment for the whole business, taking ownership of the day-to-day recruitment activity which includes candidate sourcing, candidate management, CV reviewing, coordinating interviews, producing offer letters and contracts and managing onboarding.

Specific Responsibilities:

The key duties of the role are listed below:

- To work with the relevant hiring managers to provide a proactive recruitment service ensuring candidates are sourced in accordance with the needs of the business
- Advertise new vacancies on all recruitment channels and maintain these including the Company Careers Website, LinkedIn/social media channels and other external recruitment channels, including agency preferred suppliers
- To manage the day-to-day resourcing activity, ensuring seamless contact from candidate application, interview through to offer (including feedback to unsuccessful candidates)
- Build and maintain relationships with Hiring Managers and the wider Group People Department to establish resourcing requirements
- Arrange Interviews as required and coordinate right to work checks to ensure they are completed by the hiring manager and recorded on file before new employees commence
- Manage the offer process using newly introduced ATS and DocuSign
- Ensure recruitment systems and tracking activities are up to date and maintained accurately
- Undertake initial stages of Onboarding including hardware orders and set up on Group HR system and effectively hand over new employee to wider People Team
- Continuous improvement approach identifying ways to improve the candidate experience and the recruitment process
- Participate fully and constructively as a member of the Group People Department contributing to discussions and activities beyond the Recruitment/Talent Acquisition remit

CBPE Capital LLP made a major investment in Perspective to support the Group's management team with their continued focus on providing high quality advice to their existing client base, growing organically and making selective acquisitions.

Perspective has gained a reputation as the 'acquirer of choice' for Financial Planners looking to retire and exit the industry and for larger Financial Planning firms looking to join an established and growing industry leading group.

Perspective's flexible and pragmatic approach means we can create mutually beneficial acquisition deal structures and completion timescales, while priding ourselves on delivering a client-centric, ethical approach focused on long term (often multi-generational) client relationships.

Privacy Policy

Perspective Financial Group Ltd ("us", "we") respects your right to privacy. Our Privacy Policy explains who we are, how we collect, share, and use personal information about you, and how you can exercise your privacy rights. Our Privacy Policy is available on our website <https://www.pfgl.co.uk/privacy-policy/>

Experience and key requirements are:

The successful candidate will need to be motivated, friendly, professional and confidential at all times. Key requirements are:

- Excellent track record of candidate management (ideally gained in an 'in-house' environment)
- Background of working in recruitment
- Excellent verbal and written communication skills.
- Excellent attention to detail.
- Experience in coordinating recruitment activity as part of a busy People/HR Department
- Be able to demonstrate experience in a similar role, or demonstrate the right practical/transferrable skills
- Friendly and approachable with the ability to communicate and engage effectively with a wide range of people and to present information in a clear and accessible way
- Confidential and professional
- Good IT proficiency with working knowledge of Microsoft Office systems

How to apply

Please send your CV and cover letter to Shereen.iqbal@pfgl.co.uk quoting Group Recruitment/Talent Acquisition Coordinator (ref: 192)

Any unsolicited CVs will be sent at the recruitment agency's own risk and will be interpreted as 'gifts' and we have no liability to you for any fee or otherwise. We reserve the right to engage with candidates directly having not, in any way, entered into your terms and conditions. By submitting an unsolicited CV to us, or to any member of our staff, you accept these terms as the default position