



**Recruitment solutions that mean business for  
banking, leasing and factoring**



## Your recruitment partner

Opus Mitchell specialises in recruitment for finance, banking and accountancy.

For over 10 years we have placed candidates nationwide at all levels and the majority of leading high street banks and financial institutions rely on our integrity, quality of service and specific market knowledge.

We work across all the financial disciplines from commercial, corporate and retail banking to consumer finance, factoring, invoice discounting, leasing and asset finance. Our scope is broad but our dedication is to the finance industry and we concentrate on placing the highest quality candidates to add real business value.

We believe that people are your major asset and your long term success ultimately depends on their quality.



**“ Just reviewing our 3 years together and looking to our next phase of development. We have been delighted by your service to date, in particular your ability to understand our needs and to preselect candidates. It is also important to us that you have developed loyalty in your relationship, having provided so many staff to us. An excellent team – thank you for your help. ”**

**Nigel Mills**

Regional Director,  
Royal Bank of Scotland Commercial Services

**“ I have known and used Opus Mitchell for over 8 years and always found your advice very helpful. Opus Mitchell has a large database and a great memory for people. If problems arise your approach is flexible and practical in their management. Opus Mitchell will continue as a preferred supplier. ”**

**David Ross**

Managing Director,  
Fairfax Gerrard Trade Finance

**“ I have been very pleased with the quality of candidates shortlisted by Opus Mitchell. You consistently do your homework and it shows in the selections. I really can't think of any other agency that knows the market so thoroughly. ”**

**Name supplied**

Director of New Business  
Major High Street Bank

## Trusted

Our 10 year track record is proof of our success and we hold preferred supplier status with most of the UK's financial institutions. Here are just some of the clients we have worked for. We are proud of their satisfaction and continued business.

**Bank of Scotland**

**Barclays**

**Bibby Group**

**Close Brothers Group plc**

**Davenham Group**

**Fortis**

**GE Capital Commercial Finance Europe**

**HSBC**

**Lloyds TSB**

**Lombard Business Finance**

**Mallard Vehicle Finance**

**Masterlease**

**The Royal Bank of Scotland**

**Yorkshire Bank**

## Why Opus Mitchell

We all tend to work with people we like and so it's essential to talk to or meet your recruitment partner to make sure things 'click'. We have long term relationships with our clients and they rely on the following factors that précis the essence of Opus Mitchell.

## Specialised

By focusing on the financial industry we are able to specifically tailor our services to the individual needs of our clients. We will work seamlessly with you to a procedure that will best achieve your aims.

## Expert

Our market knowledge is second to none. We only employ consultants that have worked within the financial industry. The insight that the Opus Mitchell team brings makes for better matches and a more productive partnership.

## Integrity

Trust and integrity are the backbone of our ethos. We offer transparency in our relationships and consequently enjoy the loyalty and continued support of our clients.



## Why Opus Mitchell



## Commitment

When you instruct Opus Mitchell you are assured of our complete commitment and attention. We work on a very personal basis with one point of contact and our clients get the very best, every day.

## Reliable Delivery

We invest heavily in the technological infrastructure that allows us to capture the most detailed information about our candidates. This makes for fast and accurate searching of our data warehouse, backed up by the experience and knowledge to make the most reliable selections. Our quality of service sets the standard.

## Added Value

Your people are often your biggest ongoing investment and the future success of your business is in their hands. This is why Opus Mitchell offers a dedicated, specialised recruitment service that will support you in finding the best candidate first time – to drive your business today and to build it for tomorrow.

# Scope

From trainee to director, Opus Mitchell offers a range of recruitment services that will find your perfect candidate. Across the UK we offer you the optimum level of support for...

## SECTORS

- ▲ Business Banking
- ▲ Retail Banking
- ▲ Factoring
- ▲ Invoice Discounting
- ▲ Asset Finance
- ▲ Motor Finance
- ▲ Leasing/Contract Hire
- ▲ Credit Insurance
- ▲ Consumer Finance
- ▲ Accountancy

## ROLES

- ▲ Account Managers
- ▲ Business Development
- ▲ Relationship Managers
- ▲ Client Managers
- ▲ Risk Analysts
- ▲ Credit/Underwriting
- ▲ Audit/Survey
- ▲ Sales
- ▲ Sales Administration
- ▲ Call Centre Staff
- ▲ Collections
- ▲ Customer Service
- ▲ Administration



# Service

The service we offer is specific to every client. The one thing that's always true is that we reduce internal staff time dealing with recruitment and produce the right candidates for the roles first time, every time.

## **Contingency - database search and selection**

We take your full brief then operate a search and selection process, providing you with CVs within 48 hours.

To ensure the quality of applicants we carry out interviews with those we put forward. From your selection we arrange interviews for you and brief candidates. We verify background details of the chosen candidate and assist in the negotiation of their contract. Finally we assist in their transition to your organisation.

## **Retained to Advertise**

For a complete recruitment package we can operate on your behalf from brief to tailored advertising, using our professional design and media buying service. We put your applicants through a multi-part screening process before shortlisting the very best for you to interview. We arrange the interviews, ensuring that your organisation is presented in the most positive and professional manner. Finally, we support you in the negotiation, appointment and transition phases, completing our work when we conduct final discussions with you and the candidate after a month's successful employment.

## **Design and Implementation of Assessment Centres**

Assessment centres are proved to be three times more successful than other selection methods at measuring work performance and predicting future potential in people. A well designed and executed assessment centre is one of the most reliable and rigorous recruitment methods available. We run a range of tailored assessment centres suitable for assessing the behavioural competence of existing staff and potential recruits – working at all levels. Our approach is multi-dimensional and our exercises are objective. We use a mix of differing exercises to ensure we fully and repetitively test each and every competence in question to guarantee robust and reliable results.

## Instructing Opus Mitchell

Instructing Opus Mitchell couldn't be simpler and it will allow a demonstration of our service to you. It's no risk; we charge only for successful placements and all approaches are treated on a strictly confidential basis. Whatever level of service you require, however many vacancies you would like us to work on, we are standing by to help.

Simply call **01684 773456** or email  
[info@opusmitchell.com](mailto:info@opusmitchell.com)

If you would like further details of our services please visit :  
[www.opusmitchell.com](http://www.opusmitchell.com)



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### Quality Assurance & Standards

- ▲ Work to FRES Standards and fully compliant with Employment Agencies Act 1973
- ▲ Fully Registered for Data Protection
- ▲ Fully adhere to Quality Assurance Standards as set by ISO9000