

Job Title:	Industrial Placement - Trainee Management Consultant	Reporting to:	David Parry
Company:	CBSL Consulting	Location:	Shrewsbury

Role Overview

A consultant delivers agreed services to clients according to the agreed service schedule, either as part of a larger project or alone. They must collect and analyse information, research the options and provide sound advice and assistance with implementation. They must manage the client relationship, keep good written records of their work, manage varying demands on their time and assist with the marketing and selling processes.

Key Responsibilities

Marketing and Selling

- Assistance with seminars, networking, prospect calling and following up enquiries and contacts.
- Assistance with the preparation and delivery of proposals in varying levels of detail as appropriate.

Delivery

- Understand the service schedule agreed by a client including objectives, the workplan and the required deliverables and timescales. Work according to the agree Terms of Business.
- Understand the business context including its culture, politics and sensitivities. Determine the best way to deliver the service with the Head of Consulting, in keeping with the service schedule.
- Manage the timetable of the engagement and the prompt delivery of the agreed deliverables.
- Identify possible on-selling and cross-selling opportunities.
- Gather information from clients, conduct market research and analyse data.
- Facilitate company diagnostic meetings.

Administration

- Keep records of information gathered, analysis conducted and research undertaken using a structured filing system. Gain CBSL approval for, and record all advice given.
- Record time spent on the engagement.
- Assist with billing and credit control.

The successful candidate must have a flexible approach and be happy to support other areas of the group where required.

Qualifications & Experience

- Studying towards a degree a business related degree.
- High Levels of numeracy and literacy.
- Ideally experience of working within an office environment.
- Confident grasp of accounting principles.
- Driving Licence and own transport.

Information Technology Skills

- | | | |
|--|---|-------------------------------|
| <input checked="" type="checkbox"/> Microsoft Office | <input checked="" type="checkbox"/> Microsoft Power Point | <input type="checkbox"/> Sage |
| <input checked="" type="checkbox"/> Microsoft Word | <input checked="" type="checkbox"/> Microsoft Outlook | <input type="checkbox"/> |
| <input checked="" type="checkbox"/> Microsoft Excel | <input checked="" type="checkbox"/> Internet | <input type="checkbox"/> |

Behaviours & Competencies

- | | |
|---|--|
| <input checked="" type="checkbox"/> Attention to Detail / Quality | <input checked="" type="checkbox"/> Personal Development |
| <input checked="" type="checkbox"/> Decision Making | <input checked="" type="checkbox"/> Problem Solving |
| <input checked="" type="checkbox"/> Drive for Results | <input checked="" type="checkbox"/> Reliability |
| <input checked="" type="checkbox"/> Effectiveness & Efficiency | <input checked="" type="checkbox"/> Time Management / Organisation |
| <input checked="" type="checkbox"/> Flexibility / Adaptability | <input checked="" type="checkbox"/> Written Communication |
| <input checked="" type="checkbox"/> Initiative / Proactivity | <input checked="" type="checkbox"/> Verbal Communication |

CBSL Group

CBSL Group is a multi disciplinary professional firm offering a diverse range of consultancy and accountancy solutions. We operate throughout the UK as well as having numerous overseas clients with interests in the UK.

Whilst incorporating a firm of Chartered Accountants, offering audit, taxation and financial reporting services the solutions provided by the group also include:

- Profit improvement.** Either addressing complete business performance or focusing on certain business areas such as pricing, sales or operations.
- Strategy.** Helping organisations with the development and implementation of a clear strategic plan.
- Financial information.** Whether requirements are for periodic management accountancy or whether a fully outsourced accounts department and financial director is required, we have the solution for all organisations.
- People.** An HR consultancy focusing on interview solutions and team evaluation. To facilitate independence, the company is not a recruitment agency.
- Telemarketing.** Offering lead generation and profiling solutions to assist clients in creating profitable sales growth. The services are exclusively B2B.

CBSL Group is a dynamic and high growth group that requires high standards from all of its team members. To this end personal development opportunities will be made available to ensure that CBSL is capable through its people of delivering the very highest standards to our clients.