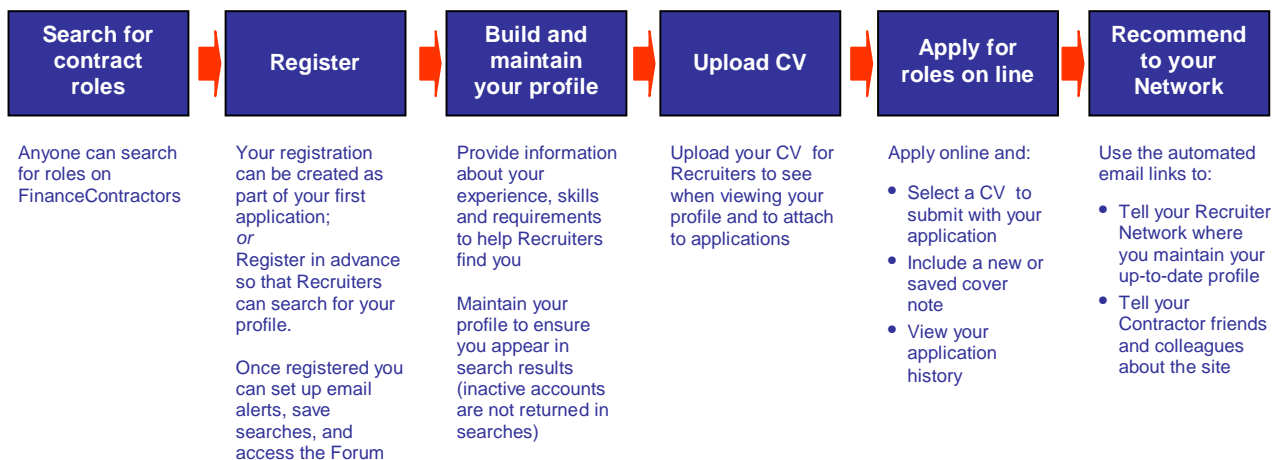


FinanceContractors.com - site features

FinanceContractors is a job board for finance professionals who work for clients on an independent contractor or interim management basis. Contractors can maintain their profile online to provide a single point of access to multiple Recruiters filling positions in the contract market.



Getting started

During the registration process you create your FinanceContractors' account. Use your email address as your username, then select your own password and forum username (optional).

You can register now or during the application process (when you apply to a role advertised on FinanceContractors). By registering now you will benefit from access to other features on the FinanceContractors site.

Your FinanceContractors Home Page

Once you have created your account use your *personal Home Page* to provide you with easy access to all of the site's features. Your Home Page provides you with easy access to:

- Keep your profile up-to-date to promote yourself to specialist Contract Recruiters.
- Update your account information (change password, create a forum user name, and maintain your contact details). Enter your name in this section to optimise the site's features (including the application function). Your account information (including contact details) is for administration purposes only and is not provided to Recruiters or other third parties.
- Send standard emails to both your Contractor and Recruiter networks telling them that you are registered with FinanceContractors and recommending the site to them.
- Save advertised roles for later viewing; or recommend roles to a friend
- Set up and manage saved searches and email alerts, and view your application history
- Search for contract roles (you can search and apply for an advertised role even if you are not registered) using ad hoc searches or by using saved searches.
- Upload (up to 3) CVs. You can select 1 CV as "active" at any time. This CV will automatically be selected during the application process and will be attached to your profile returned in Recruiter profile searches.
- Create standard cover notes to be used in the application process. You can select to send the Recruiter a standard (previously saved) cover note; a specific cover note written at the time of application; or a combination of the two. If you write a specific cover note for the application and attach a saved cover note they will appear as a single note (in two paragraphs) in your application email.

Manage your Profile

Creating and maintaining your FinanceContractors' profile (use the link from your Home Page) is the key to getting the most out of your FinanceContractors' account. Your profile is a valuable tool that helps you keep multiple Recruiters up-to-date with your experience and status. Recruiters will search the profile database to find suitable candidates to fill open contract roles.

FinanceContractors uses status flags to rank your profile. Inactive accounts will not be seen by Recruiters and Recruiters can choose to ignore Contractors with incomplete profiles. Maintaining a complete profile on FinanceContractors will promote your profile amongst registered Recruiters, and help to promote the value of using FinanceContractors.com to both Recruiters and Contractors.

Recommend FinanceContractors.com to your Network

Please use the links on your Home Page to email both your Contractor and Recruiter networks about FinanceContractors. The higher the profile of the site, the higher the value we can provide to the Contractor community.

Provide user feedback

All user feedback is welcome to help us ensure that FinanceContractors delivers a valuable service to both Recruiters and Contractors. Use the link at the bottom of your Home Page to provide feedback.