



INVESTORS
IN PEOPLE | Silver

WWW.ALFA SYSTEMS.COM/CAREERS

CAREER OPPORTUNITIES WITH ALFA



Alfa 

ABOUT US

With 275 employees worldwide and an unrivalled track record of project delivery, Alfa is the leading provider of consultancy and software systems to the UK asset and consumer finance industries. We are expanding rapidly throughout Europe and North America.

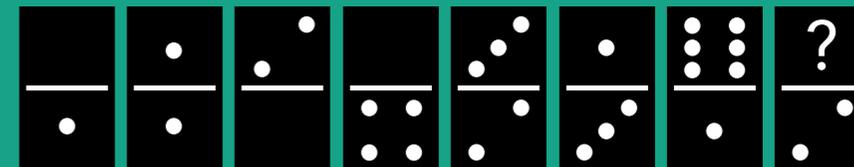
Alfa has been delivering successful projects for our customers since 1990. Alfa Systems, our class-leading technology platform, is at the heart of blue-chip clients worldwide. The quality of our client base is evidence of the excellence that has driven Alfa forward, and includes names such as Siemens Financial Services, Nordea Finance, Mercedes-Benz Financial Services and Toyota Financial Services.

To find out more about Alfa, visit www.alfasystems.com

OUR TECHNOLOGY

Alfa doesn't need all its new joiners to arrive wielding skills in cutting-edge development frameworks, databases or IT architecture (although that is a definite plus). In fact, to join us, you don't need to have a technical background at all.

Alfa Systems is an enterprise application developed using established architectural principles and patterns. We maintain this using industry-standard approaches and technologies, which we review constantly in order to maintain our top industry position and ensure our development remains as high-quality, efficient and enjoyable as possible – all while providing the best on-the-job training the software industry can offer. Our innovative software platform leads the industry in functional scope, performance and user experience, but sacrifices nothing in terms of reliability. We're making sure it continues to be the best.



HOW MANY

dots should there be on the last domino?

OUR CULTURE

When asked what they like most about working at Alfa, our consultants always talk about the vibrant culture we have developed. We employ people who get on well and like to spend time together.

Our roof-top coffee shop, with its terrace and spectacular views across the city, serves great coffee and provides the perfect place to mingle with colleagues during the working day. It's also a venue for frequent after-work gatherings to celebrate successes or just as an opportunity to chat.

Company Meetings, held every few months, are a great way to catch up with everyone and stay aware of what's happening around the company. During these meetings you'll hear updates about emerging technologies, changes to our product and where we'll be implementing it next, and the asset finance industry in general. Afterwards, everyone gets involved in an activity - dragonboat racing on the Thames perhaps, or a go-karting endurance race - then we head to a bar for a few drinks. Whether you're in the UK, the US or Australia, these occasions are always different and fun.

The Company Conference, an event for all staff held annually at a top hotel, combines leisure pursuits and fine dining with discussions about the past year and the strategy for the future. This prestigious event sometimes takes place in the UK and sometimes overseas, most recently in Crete and then Miami to mark our 25th anniversary.

Project teams are also rewarded regularly. When your team reaches a milestone, and especially when you help put Alfa Systems into live operation, you can expect another celebration. Recent trips have included a music festival in Spain and relaxing in the natural springs of Iceland.

We prefer not to farm our consultants out to client sites five days a week, 52 weeks a year. We think it's important that we build close working relationships within our company. Teamwork and information sharing improve our ability to deliver for our customers. Some roles, such as software development, are largely based in the Alfa London office to aid collaboration. Others which require more client liaison are based on-site at the client's office, but will see you working at our London HQ for at least one day every week. Your experience will vary depending on the roles and projects you work on, and you should expect to move between roles frequently in your first few years to ensure a broad base of experience and skills.

There are plenty of opportunities for anyone interested in spending time overseas, with many London recruits currently working on projects in locations such as California, Michigan, Texas and Auckland. You should also expect to get to know your colleagues from the US and Asia-Pacific through our various collaboration tools, as well as face-to-face meetings with staff on secondment to London.

Many Alfa staff let off steam by attending one of the many clubs and groups that have formed over the years. We have our own cricket, football and rugby clubs, with other popular pastimes including dodgeball, squash and surfing. If there's something you've an interest in and there isn't a group for it, you can just go ahead and start one.

We're very proud of our staff retention rate. People seldom leave Alfa, and this inclusive culture is one of the biggest reasons for our success.

YOU'RE OUTSIDE

a windowless room with three light bulbs inside. There are three switches on the wall outside. The door of the room is closed and you cannot prop it open. You are only allowed to enter the room once. How can you find out which switch operates which light?

Throughout your career at Alfa, we provide extensive internal and external training to help you to develop to the best of your ability. You'll work with your manager to devise a personalised training plan based on the experience you gain and the interests you cultivate. This is designed to maximise your technical, functional, business and management skills and help you fulfil your potential.

WHEN YOU JOIN

Your four-week induction training includes introductions to the company and the industry, our product, the technologies we use, and the way we work. Sessions are delivered by your new colleagues at every level of the organisation.

YEAR ONE

Assignment to your first project brings exposure to a constant stream of learning. You'll see specific improvements in your technical skills and abilities as a consultant, and advances in your self-development in general.

You will continue to attend training courses to extend your knowledge, including:

- **Asset Finance Foundation:** Run by the Finance and Leasing Association, schools you in the UK asset finance industry, its structure, key players and market dynamics
- **Technical Design:** Details how to write accurate and complete design specifications for new functional developments
- **Functional Design:** Allows you to describe customer requirements in such a way that they can be turned into software

6		1	5		1
L	P	D	J	M	C
2		4	2		3

4		4	3		2
L	T	H	O	U	F
3		2	5		?

WHAT NUMBER

replaces the question mark and why?

YEAR TWO

Your focus will still be technical, but as you gain more experience in the industry, you'll be given more responsibility. The projects to which you're assigned are selected in a way that immerses you in every type of work we do, while ensuring that you're in the right environment to keep learning. Further training reinforces your knowledge and is driven by the nature of your project role, including:

- **Business Perspectives of Alfa Systems:** Positions the product and its use from a client standpoint
- **Basic Lease Accounting:** Covers the principles of accounting, with an emphasis on how the finance industry and the Alfa Systems product are involved
- **Asset Finance Intermediate:** A rigorous three-day course in advanced asset finance, run by the Finance & Leasing Association
- **Introduction to Management:** An external course to help you with techniques in supervising and managing junior members of your team

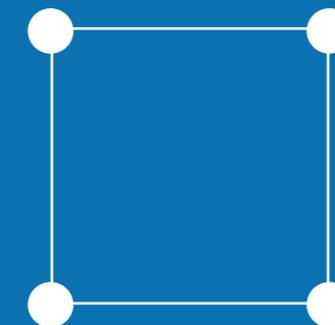
YEAR THREE

Training doesn't stop in your career with Alfa, and everything is tailored increasingly towards your individual requirements and wishes. Each role you undertake teaches you new skills, and the courses you attend continue to educate you.

Certain courses remain core to the business and are attended by everyone, including:

- **Intermediate Lease Accounting:** Increases your accounting knowledge to a more advanced level
- **Project Management:** Advises you how to plan and run projects using the Alfa methodology, and how to identify and manage the associated risks, issues and dependencies

At the end of the standard curriculum, the onus turns to you to devise your own plan with the support of your manager, and align it with your career objectives. Alfa will support you if you want to pursue further qualifications in a relevant business area.



FOUR COINS

Are placed at the corners of a square. By moving only two of the coins, can you make another square of a different size?

Promotions, decided each year in November, are awarded purely on merit. By encouraging you to manage your own career development, we make sure everyone has the opportunity to achieve success and progress through the company. The guidelines below summarise each grade.

Sometimes, you might find yourself undertaking project work usually carried out by someone more senior. Similarly, all senior staff retain a very hands-on role within client projects.

JUNIOR CONSULTANT

As a new joiner, you'll receive close supervision and training to give you a firm basis for your future progression. You'll get to grips with developing and configuring Alfa Systems, while building up knowledge of the product, the industry and the way things are done at Alfa.

CONSULTANT

You'll become a confident developer and be involved increasingly in discussions with client personnel. You'll be able to design and implement enhancements to our software, sometimes independently, although significant supervision will continue to be provided by more experienced staff. Later on, your experience will be sufficient to let you manage your own work and require less direct supervision. Your functional and technical knowledge will continue to grow throughout your time in this role.

SENIOR CONSULTANT

At this grade you'll be able to work with minimal supervision and supervise junior staff. You will have a broader overview of projects and their streams.

MANAGER, SENIOR MANAGER

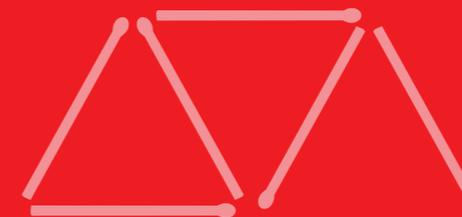
As a Manager, you'll have a wide knowledge of the company's products and services, and be capable of running a stream within a project. You'll be expected to play a role in the development of Alfa's business and staff, manage client relationships and meet any client request, while all the time supervising and training junior employees.

Senior Managers can be responsible for entire projects and this includes taking an active role in selling new work by following up leads and arranging demonstrations.

OPERATIONAL BOARD & ASSOCIATE DIRECTOR

Associate Directors and Operational Board members combine managing client relationships with defining the company direction.

As members of the Executive Team, they are involved in the planning and implementation of company strategy.



MAKE FOUR

equilateral triangles using only the sticks above.
(No breaking of the sticks allowed.)

We want you to achieve your full potential within Alfa, and we make sure that you keep developing new skills and improving those you already have. Regular, two-way feedback is an important part of this. We also want to use everyone's talents to make Alfa even better, so we make sure that we all share our ideas on how to improve our company, our product and our services.

YOUR PERFORMANCE AND DEVELOPMENT

Our Performance and Development Process (PDP) will give you formal feedback about your work and identify individual training needs. The process lets you know how you are progressing, the areas in which you are particularly strong, and the directions in which you should be channelling your efforts. They enable you to manage the pace and direction of your own career.

You'll receive a PDP evaluation every six months and your evaluator will usually be the person directly supervising you on your project. Part of every evaluation is the opportunity to comment privately on your work - and your manager - after the meeting takes place.

AWARDS

Alfa has held the Investors in People award since 2003, continuing our commitment to staff development. We have achieved Silver status since 2013 and have held the Best Companies accreditation since 2007. In more recent years we are one of TheJobCrowd's Top Companies for Graduates To Work For and a member of the Guardian UK300, a list of the 300 employers students most want to work for.

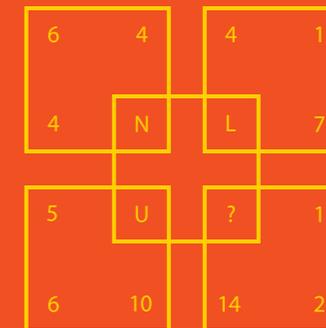


COMMUNICATING YOUR VIEWS

At Alfa every employee has a voice and an opinion that will be valued from the day you join the company. We're a growing, global company but we are still a close team whose members engage at all levels. If you have a suggestion, the easiest way to put it to senior management is to chat during a break in our coffee shop.

In order to ensure that we hear everyone's views, we carry out frequent surveys asking for opinions and suggestions on everything from our strategic direction to the office environment. An annual independent survey is also conducted on our behalf by Best Companies.

Ahead of our quarterly Company Meetings, you can submit anonymous questions for the Main Board to answer. Alternatively, you can put across your views in the open Q&A session on the day.



WHAT'S MISSING?

Which letter replaces the question mark?

YING YING LI

**HIGH ENERGY PARTICLE PHYSICS:
UNIVERSITY OF CAMBRIDGE**

Before joining Alfa I worked as a research associate at the University of Cambridge, after graduating with a PhD in High Energy Particle Physics. Having spent nine years in academia, it was a daunting decision to leave and start on a new career path. But Alfa and its people made it all a seamless transition for me. Six years on and I am still faced with fresh new challenges daily.

One of the many things that first attracted me to Alfa is the variety of different areas in which Alfa consultants can feel a real sense of responsibility from day one. To date, I have contributed to various aspects of the Alfa Systems product life cycle. In one role, I gathered business and process requirements from senior business leads and translated them into functional and technical software enhancement designs. In another role, I delved into the heart of the application to develop code and test enhancements. I have also been responsible for scheduling and delivering software upgrades to our clients. Currently I am based in Michigan, USA, leading the data migration team with one of our newest clients, a top US auto lender. I was part of the initial on-site team and was responsible for drawing up the data migration project plan. I now have the satisfaction of guiding and assisting the client in implementing the plan.

Although Alfa offers a comprehensive graduate training programme, it has been the roles on projects that have offered me the best learning experiences. I have found that my Alfa colleagues are also an invaluable source of knowledge and experience, and are always supportive and happy to help. I feel that Alfa combines the best of small company culture, with the opportunity to work with some of the largest global corporations.

Alfa's policy of partnering closely with our clients on projects has also given me ample opportunities for travel, a passion of mine, experiencing new cultures and work ethics. This has so far included six months working in New Zealand, an international conference in Beijing, and long weekends away for the Alfa annual conference, catching up and sharing project experiences with colleagues in exotic locations such as Miami, Salt Lake City, Sardinia, Cyprus, Athens and Noosa on Australia's sunshine coast. The company culture at Alfa is second to none, both inside and outside of work, and this is especially important when you are posted on a client site project halfway around the world.



LEON ATKINS

**COMPUTER SCIENCE:
UNIVERSITY OF BRISTOL**

I joined Alfa in 2013 after completing a PhD in Computer Science at the University of Bristol. Although I came from a technical background, Alfa recruits from a variety of disciplines and we were taught everything we needed to know in our initial training.

At Alfa I've had a variety of interesting roles. My first, immediately after my initial training, was in New Zealand. This meant being based on-site five days a week at the client's offices in Auckland, which was a great way to gain exposure to how an asset finance company works. While I was there I had the opportunity to work in a number of different roles, including helping with developments to ensure that the client's software was compliant with new legislation, and liaising with finance users to assist with a new reporting suite. Since returning to the UK, I've continued to work in various roles, and have been able to take on responsibility very quickly - at the moment I run a small client project. The role has presented plenty of challenges along the way, but I have the valued support of a great team of colleagues.

Something I really enjoy about Alfa is that, despite my technical background, I've been able to spend time in both functional and technical roles. This has allowed me to develop a broad range of skills aside from software development, such as project management and financial accounting. The core graduate training programme over the first two years gave me a great understanding of all the core functional and technical skills I needed for my job. Following on from this, I've been encouraged to continue attending training courses. Last year I went to a technical conference, and this year I've been on a project management course.

There is a great culture at Alfa. Every three months we have a company meeting, which is a great chance to catch up with colleagues and find out what's been going on elsewhere in the company, as well as taking part in some fun activities such as bowling or go-karting. One of our recent company meetings was held at the Velodrome in Stratford, where we all had an opportunity to race the Olympic cycling track. Outside of work, aside from the regular Friday evenings in the pub, there are a number of different sports and activities to get involved with. I've been a regular member of the weekly 5-a-side football team, and we also have occasional 11-a-side games, including the annual Alfa North vs South London match, which last year was held at a Premier League football ground. Sadly the prestigious venue did not manage to improve the quality of the football played!



ASSET FINANCE IN BRIEF

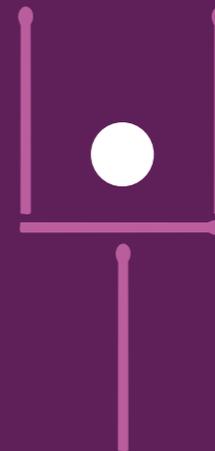
Asset finance is a major global industry. Almost any physical asset used by a business or individual can be financed, and it's estimated that 33% of all capital assets bought in the UK are subject to finance of some kind. The main reason for financing an asset is that paying for it in cash can have a big impact on cash flow for a company or individual. If the asset is financed, you can benefit from using it without paying for it in full on day one. Typically, a company or individual makes regular payments for a specified period in return for the use of the asset.

Broadly, there are two types: small ticket, in which finance providers usually deal with large volumes of relatively low-cost assets, such as cars, computers and photocopiers; and big ticket, in which smaller volumes of high-cost assets, such as aircraft and satellites, are involved. There are countless types of finance product available, but most are variants of one of the four fundamental arrangements: finance lease, operating lease, hire purchase, and loan.

By providing the best software and consultancy in the market, Alfa Systems helps companies that provide asset finance to run their businesses more efficiently and more effectively.

OUR CLIENTS

Our customers fall mostly into two categories. Asset finance is a popular form of lending so banks are among the major providers; Lloyds, Bank of America or RBS for example. Many manufacturers, particularly of cars, provide finance to help consumers acquire their products; for example Toyota Financial Services, Mercedes-Benz Financial Services.



IMAGINE

this is a shovel made of matchsticks, containing a ball.
By moving just two sticks, remake it with the ball outside the shovel.

WHAT WE'RE LOOKING FOR

Our Junior Consultants are academically bright, which means As and Bs at A-level (or equivalent) as well as a 2:1 or above in any degree discipline from a top university.

The ability to work in teams and build effective relationships with all levels of the company is essential. You will also need strong interpersonal and communication skills, initiative, and a logical approach to problem solving.

Although the job entails technology and finance, experience in these areas is not a prerequisite. Our training teaches you all you need to know, but your interest in these areas must be genuine.

Initial interviews take place with representatives from Human Resources and Senior Management. If we invite you for a second interview, this will be with two members of the Operational Board. We'll let you know as soon as possible whether we are making an offer, then arrange with you which of our numerous intakes throughout the year is most convenient to start your employment with Alfa.

SALARY AND BENEFITS

Our graduate starting salary is £40,000 per annum and the standard benefits package includes:

- 25 days' holiday per year
- Private health insurance and private GP
- Pension
- Salary supplement when working outside London
- Life, disability and worldwide travel insurance
- Laptop
- Interest-free loan

As you progress in the company you will also have the chance to benefit directly from our success. You'll be rewarded for loyalty and performance with these benefits:

- Profit-related pay (eligibility after 18 months)
- Company car
- Additional holiday allowance
- Share scheme

HOW TO APPLY

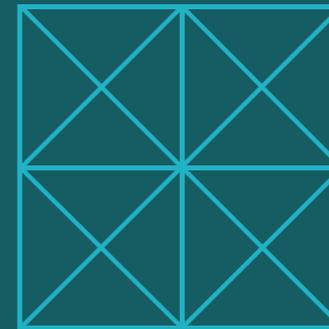
If you are interested in becoming a part of the company, apply online at www.alfasystems.com/careers.

CONTACT DETAILS

Gillian Bray
HR Manager

t: 0207 920 2722
e: careers@alfasystems.com

Alfa
Moor Place
1 Fore Street Avenue
London
EC2Y 9DT



CAN YOU FIND

44 triangles and 10 squares?