



INVESTORS  
IN PEOPLE | Silver

[WWW.ALFA SYSTEMS.COM/CAREERS](http://WWW.ALFA SYSTEMS.COM/CAREERS)

CAREER OPPORTUNITIES WITH ALFA



Alfa<sup>△</sup>

WHY ALFA?

If you're interested in using Information Technology to solve real-world business problems, we should talk about a career with Alfa.

We combine the best of technology with business consulting experience to deliver ground-breaking IT projects for financial services companies.

Alfa is a global company, headquartered in London, UK. Our North American business is growing rapidly and we have amazing opportunities in North America for new joiners to make a real difference. Alfa sends people all over the world, so opportunities to travel and work internationally could follow.

We offer an amazing rewards package, great career development, and a place to work that all our team find fulfilling and enjoyable. If you are looking for a career in IT and business consulting, Alfa would love to talk to you.

To find out more about Alfa, visit our website at [www.alfasystems.com](http://www.alfasystems.com)

WHAT WE DO

Alfa is the leading systems provider and consultancy in the equipment and automotive finance industries. Alfa Systems, our market-leading software product, is at the heart of many notable businesses such as Bank of America, Mercedes-Benz Financial Services and Toyota Financial Services.

Our work covers the development of the Alfa Systems product and the extensive consulting support required to assist the client from project inception through to successful implementation.

Alfa Systems is an enterprise-level application developed using the best of modern technology. To maintain productivity and quality in development, we use industry-standard development approaches and our own experience of delivering superior solutions. We're constantly reviewing the latest technologies and approaches to maintain the top position we occupy in our industry sector. Our innovative software 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.

OUR CULTURE AND YOU

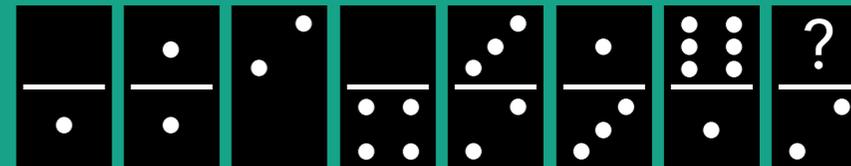
Alfa is different to most consultancies and software companies. We've grown from a small operation to become a global player, but have kept our focus on the contribution and development of each individual on the team.

Alfa consultants are creative, dynamic and hardworking, and they know how to enjoy life, inside the office and out. When we ask our team why they like working for Alfa, they always talk about the vibrant and supportive culture. We employ people who get on well and like to spend time together. We all enjoy the work-life balance and Alfa's supportive approach to further training, career development and opportunities for self-development.

To help reinforce our culture, we hold numerous team events and conferences that bring us together for socializing and team building, most recently skiing in Park City, Utah and our Global Conference in Miami.

We think it's important that people keep in touch, and encourage our staff to spend at least one day each week at an Alfa office. That way, all the small teams stay part of the bigger one.

For all of these reasons, Alfa staff retention is incredibly high and this helps to maintain our small company feel and sociable nature.



# HOW MANY

dots should there be on the last domino?

Throughout your career at Alfa, we provide extensive internal and external training to make you a better professional.

We work together with you to develop a personalized training plan based on the experience you gain and the interests you cultivate. This is designed to maximize your technical, functional, business and management skills, and help you fulfil your potential.

**WHEN YOU JOIN**

Your four-week induction training will be conducted in London, UK. This includes introductions to the company and industry, our product, the technologies we use and the way we work. It's delivered by your new colleagues - people at every level of the organization. Then, to prepare yourself for your first client engagement, you'll complete a case study in which the goal is to develop an application using the techniques you acquired in training.

**YEAR ONE**

Assignment to your first project brings exposure to a constant stream of learning. You'll see specific changes in your technical skills and abilities as a consultant, and advances in your self-development in general. You will continue to attend courses to extend your knowledge further, including:

- **Fundamentals of Equipment Leasing and Financials**
- **Functional Specification:** Explores how to write functional specifications for Alfa Systems developments
- **Technical Design:** Details how to write accurate and complete design specifications
- **Technical Architecture:** Explains Alfa Systems' internal design and the background required to accomplish major developments

**YEAR TWO**

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:** Positions the product and its usability from a client perspective
- **Basic Lease Accounting:** Covers the principles of accounting, with an emphasis on how the finance industry and the Alfa Systems product are involved

**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 things 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 further qualifications in both functional and advanced technical areas.

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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?

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, building up knowledge of the product, the industry and the way things are done at Alfa.

### CONSULTANT

You'll be a capable analyst and/or programmer. You will be involved in discussions with senior client personnel. You'll be able to design and implement a small solution, independently if required, 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 yourself. You will be able to gain a broader view of projects, rather than concentrating on the particular area you're working on.

### 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 project or subproject. 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 staff.

Senior managers are responsible for entire projects and this includes taking an active role in selling new work by following up leads and arranging demonstrations. All members of the Management Team take responsibility for areas of the Alfa business.

### 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 recognize that developing the best people is key to providing our clients with service of the highest quality. To really see staff respond requires us always to keep an open ear. Being able to listen to you is part of what helps you to work well, and we make sure staff always know what's going on.

**YOUR PERFORMANCE AND DEVELOPMENT**

Evaluations are intended to give you formal feedback about your work and identify individual training needs. They show you how you are progressing; the areas in which you are particularly strong, and the directions in which you should be channeling your efforts. They enable you to manage the pace and direction of your own career, although you will always receive regular informal feedback.

You'll receive an evaluation every six months. 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.

The staffing committee meets regularly to coordinate project staff requirements and consider staff requests made in evaluations.

**AWARDS**

Alfa has held the Investors in People award since 2003, continuing the commitment to staff development by achieving the Silver Accreditation in 2013. We were also named one of the Sunday Times' Best 100 Small Companies to Work For in 2005 and 2006, and received Best Companies accreditation since 2007.

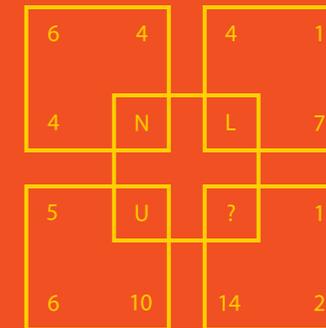


**COMMUNICATING YOUR VIEWS**

At Alfa every employee has a voice and an opinion that will be heard from the day you join the company.

Regular Pulse surveys are conducted to track trends in staff opinion and provide an anonymous conduit for the comments, suggestions, and opinions raised about Alfa. This survey offers you the chance to say the things you wouldn't anywhere else. All views harvested from the Pulse survey are reviewed by the Operational Board, so you really can make a difference.

Furthermore, feedback can be submitted at any time, informally through a manager or member of Human Resources, or through Directors' Questions - anonymously if preferred).



# 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!



### EQUIPMENT AND AUTOMOTIVE FINANCE IN BRIEF

Equipment and automotive finance are major global industries. Almost any physical asset used by a businesses or individual can be financed, and it's estimated that 33% of all capital assets 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 companies finance 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, contract purchase and loan.

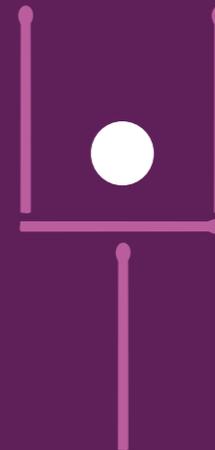
By providing the best software and consultancy in the market, Alfa Systems helps companies that provide equipment and automotive finance to run their businesses more efficiently.

### OUR CLIENTS

Our customers fall mostly into two categories.

Many manufacturers, particularly of cars, provide finance to help consumers acquire their products (Toyota Financial Services, Mercedes-Benz Financial Services).

In addition, equipment finance and loans are popular forms of lending, and therefore banks are among the major finance providers (Bank of America, Royal Bank of Scotland).



# IMAGINE

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

**ABOUT YOU**

Our consultants have a good academic record, which means 3.2 to 4.0 GPA degree with a strong mathematical, MIS or technical content from a respected university.

You will need to be versatile, creative, a great communicator, comfortable presenting to clients, and committed to developing a career in technology and consulting. The ability to work in teams and build effective relationships is important, and you need to love solving complex problems.

Although the job is all about 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.

You need to be happy to travel throughout North America, with periods spent in Europe for training. Most of your work with Alfa will be at a client site.

Graduates should apply by email to [careers@alfasystems.com](mailto:careers@alfasystems.com).

Interns should apply by email to [intern@alfasystems.com](mailto:intern@alfasystems.com)

**SALARY AND BENEFITS****FINANCIAL**

- Competitive starting salary for well qualified graduates
- Signing bonus of up to \$7K for the strongest candidates
- Annual performance bonus, providing an opportunity to share in the company's success (from 18 months after joining)
- Share options, dependent on seniority
- 401(k) plan, 50% match on the first 6% of pay saved
- Student loan paydown of \$100 per month for up to 8 years, reducing your balance by up to \$10,000, see [gradifi.com](http://gradifi.com) (from 12 months after joining)
- Employee referral program, earning you up to \$4,000 following a successful hire

**WELLBEING**

- Comprehensive health insurance provided under a PPO network
- Comprehensive dental insurance provided under a PPO plus network
- Paid sick days

**WORK-LIFE BALANCE**

- 20 days' paid vacation per year, growing to 30 with your progression in the company
- 9 days' paid Holidays each year
- 3 days' paid Volunteering per year, with time met half by Alfa and half by you
- Generous maternity leave scheme
- Life and Total Permanent Disability Insurance
- Worldwide travel insurance
- Sabbatical available after 3 years, depending on role and performance

**PROFESSIONAL DEVELOPMENT**

- Induction training completed at our global HQ in London, UK
- Comprehensive ongoing training curriculum
- Advanced supplemental learning, financed by Alfa if relevant

**HOW TO APPLY**

If you are interested in becoming a part of the company, apply by email to [careers@alfasystems.com](mailto:careers@alfasystems.com)

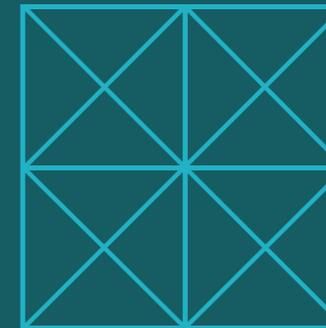
Initial interviews take place with representatives from Human Resources and Senior Management. If we invite you for a second interview, this will be with two members of Alfa's Operational Board. We'll let you know ASAP whether we are making an offer, then arrange with you which of our numerous intakes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

**CONTACT DETAILS**

Kirsten Fleming  
HR Manager

t: 1 855 680 7100  
e: [careers@alfasystems.com](mailto:careers@alfasystems.com)

Alfa  
350 N Old Woodward Avenue  
Birmingham, Michigan 48009



# CAN YOU FIND

44 triangles and 10 squares?