

# CONSULTANT/SENIOR CONSULTANT

CIPFA PENNA – EXECUTIVE INTERIM

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Hiring Manager: Philippa Watkins

If you'd like to have a confidential conversation about this role,  
please email [philippa.watkins@penna.com](mailto:philippa.watkins@penna.com)



Penna

# ABOUT THE ROLE

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## Brief

- We're Penna, an award-winning organisation that helps others to recruit the best people. As specialists, we know how tricky all of this can be. Which is where our CIPFA Penna Executive Interim team comes in. We're here to make sure that our clients get the best senior finance people who will deliver instant results for interim roles. We've been really successful in the sector so far. So much so, we're now going through an exciting period of growth. As part of this, we're looking for a Consultant/Senior Consultant to help us to become even better. With significant experience in recruitment you will grow and develop CIPFA Penna's; business opportunities, reputation and presence within the chosen market(s) and provide Sector expertise to Penna to create sustainable winning sales strategies.
- And in return, you'll work with a friendly, supportive team and enjoy all the benefits you'd expect from an organisation with a global network.

## Role Purpose

- To generate and deliver targeted new business opportunities and position CIPFA Penna as a market leader in Interim Executive Finance talent by leading by example in 'finding a way' to succeed in difficult market conditions and ensuring we take full advantage of burgeoning market conditions when available.
- To deliver quality, diverse and interested interim finance candidates who meet the client specification and criteria on assignments
- To champion CIPFA Penna's role in developing and supporting the sector with the provision of Senior Level Finance Interim talent.
- To develop and enhance CIPFA Penna's brand reputation through the professional and intelligent representation of Penna's services within the market
- To create valued long term relationships with high calibre Interims within the sector

# WHAT YOU'LL DO

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- Actively leads new sales management to develop new business and develop and enhance existing relationships to ensure CIPFA Penna Interim is the leading provider of Finance Interim Executive in the sector.
- Delivering and taking responsibility for sales performance and Interim Net Revenues in accordance with the agreed budget and business plan
- To be accountable for the day to day successful delivery of interim executive recruitment assignments, adhering to best practice standards as set out by Penna and complying with all systems and processes for data and assignment information capture including GDPR
- To maintain point of contact with interims and clients candidates to ensure they receive regular communication and updates during the interim assignment.
- Introducing Penna's other services and Client Partners to clients, ensuring clients understand the full Penna offering
- Fully utilise the company recruitment management application/database for all communications and capture key client contact information.

# WHAT YOU'LL DO

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A typical week might be



- Contracts and Compliance
- Client Business Development / Client Relationship Management / Events / Meetings
- Delivery of Interim Requirements
- Candidate Relationship Management / Events

# KEY RELATIONSHIPS

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PERSONS/COMMUNITIES	NATURE OF RELATIONSHIP
Associate Director CIPFA Penna	Direct line manager
Directors, Consultants, Associate Consultants, Co-ordinators, Penna Finance Teams and Adecco Legal Team	Key internal relationships

# PERSONAL ATTRIBUTES, SKILLS, KNOWLEDGE, AND EXPERIENCE

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- A highly personable character with impact and a proven leader of sales and developer of long term client and candidate relationships
- A consultative approach and strategic and empathetic thinker, always putting themselves in the position of their customers and providing value adding solutions
- Ability to work as part of a team
- Excellent interpersonal skills
- Professional manner
- Ability to work on own initiative with minimal supervision and guidance
- Customer/Client care
- High level of attention to detail/accuracy
- Excellent organisational skills
- Tenacity and commitment to delivering a quality service
- Strong and professional communication skills
- A “Can-Do” attitude
- Pace and focus during busy periods
- Ability to work on own initiative with minimal supervision and guidance
- Polite, professional and highly efficient
- Supports Penna work ethics and behaviours and actively seeks to understand the wider Penna business
- Data capture on multiple systems
- Microsoft Word, Excel and Outlook

# PENNA'S COMMITMENT

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We are a family at Penna and believe in fairness and equality across all approaches to recruitment, development, opportunity, and responsibility.

## Diversity Promise

Our promise is to organise our services in a way that is universally accessible and useful for everyone. To do that well, we believe we need to create and sustain a workforce that's more representative of the candidates and clients we serve.

Penna is committed to creating a diverse and inclusive workforce that respects and embraces difference. Our employees and our company thrive when we get this right. We aim to create a workplace that celebrates the diversity of our employees, clients, and the contractors we work with. We will endeavour to create recruitment solutions that work for everyone by including perspectives from backgrounds that vary by race, ethnicity, social background, religion, gender, age, disability, sexual orientation and national origin.

Our internal programmes and external work with our clients make us proud to be an Equal Opportunity and Inclusive Employer.

If you have a disability or health condition that requires accommodation or reasonable adjustments made during the recruitment process, please let us know by emailing [people@penna.com](mailto:people@penna.com).

Our full guidance and commitment to your application and how we may use your personal information during the application process can be found here: <https://www.penna.com/candidate-care/> and <https://www.penna.com/privacy-policy>

Together we are better, together we are Penna.

# PENNA BEHAVIOURS

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We all aspire and work towards demonstrating the behaviours consistent with the Family values; Accountable, Supportive, Collaborative and Inspiring as listed below:

<b>ACCOUNTABLE</b> Does what they say they will do	<ul style="list-style-type: none"><li>• Builds open, honest and realistic relationships with customers and colleagues</li><li>• Reliable and acts with integrity</li><li>• Determined and passionate about delivery of the best</li><li>• Accountable and inclusive</li></ul>
<b>SUPPORTIVE</b> Creates an environment where people can give of their best	<ul style="list-style-type: none"><li>• Seeks to understand the needs and concerns of others</li><li>• Creates a learning environment</li><li>• Seeks feedback from other in order to learn and develop</li><li>• Inspires others to achieve their goals</li></ul>
<b>COLLABORATIVE</b> Works as part of one team	<ul style="list-style-type: none"><li>• Pulls together to put the customer first</li><li>• Support colleagues without waiting to be asked</li><li>• Helps others succeed and celebrate their success</li><li>• Actively looks to break down barriers and finds ways to work together</li></ul>
<b>INSPIRING</b> Creates new possibilities	<ul style="list-style-type: none"><li>• Comes to work to make a difference, sets high goals and gives 100% personal energy</li><li>• Believes in what we do and demonstrates this through actions</li><li>• Regularly challenges thinking and is open to new ideas and ways of working</li><li>• Has ambition and confidence to do things in new ways and to create and deliver inspirational solutions</li></ul>