

**A** new year is synonymous with new beginnings and 2012 might just present a new challenge for you. If you're a part qualified accountant looking to make a fresh start in your professional life, it's a resolution that you'll need to proactively follow through.

If the clock striking midnight on New Year's Eve signified a time for change in your finance career, there's no time like the present for taking the necessary steps. Even though 2012 is now in full swing, it's never too late to make that New Year's resolution a reality and find a fulfilling new role.

### **Time is ticking...**

Don't let time slip away and find yourself resigned to your current position until next New Year's Eve – start the ball rolling this month. Securing your next role may take some time and careful preparation; it will rarely be an instantaneous transition. Think about the steps that are involved in finding a new job:

- **Updating and tweaking your CV** Make sure your CV is fully up-to-date with all your most recent experience and training. Also, it's wise to tweak a CV with every new job application to ensure the most relevant information is prominent.
- **Registering with a recruitment consultancy** Find a recruitment consultancy that fully understands your needs as a part qualified accountant and use their expertise to help you seek out the most relevant vacancies.
- **Meeting with your consultant** Your consultant should have the niche industry knowledge and

# In with the new



New year, new job: we outline what you need to be doing to progress your career in 2012

experience to be able to match your experience with the right opportunities.

- **Online and offline job search** Try to tap a number of different channels to find the latest vacancies. Use online resources as well as talking face-to-face with relevant contacts.
- **Networking** Social networking sites can be a helpful way of keeping updated with recruitment news. LinkedIn and Twitter can help alert you to

vacancies as soon as they arise.

- **Applying for jobs and waiting for responses** The application process can be lengthy, so don't be disheartened if it takes some time to get a response. Try to stay positive and don't lose momentum in your search.
- **The interview process** Again, this can be a lengthy process – particularly if there are second and third stages to attend. The interview will require some research and preparation on your part and may also involve an assessment centre session.
- **Your notice period** This will typically be a month, but in some cases it may be longer.

Each of these stages takes at least a couple of days. The interview process and your notice period could take a minimum of a month each. With this in mind, it's a good idea to get things started sooner rather than later if you're after an imminent change. **PQ**



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