



martinwardanderson

a Randstad Company

FinancialRecruitment**Specialist**

Working in the 「UK」 Guide

...a comprehensive guide covering *visa, lifestyle, travel,*
interview and career advice and financial information...





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Contents

■	About us	4
■	Working holidays in the UK	5
■	Quick reference Q&A's	6 – 7
■	2006 2006 holidays and events	8 – 11
■	2006 / 2007 calendar	12 – 13
■	2006 / 2007 diary	14 – 65
■	Useful information	
	Metrics and conversions	66
	World time zones	67
	Tube map	68
■	Useful numbers and websites	
	International dialling codes	69
	Embassies	70
	Operator and emergency	70
	Lost and stolen credit cards	70
	Airlines	70
	Airports	71
	Other useful travel numbers	71
■	UK visa information	72 – 73
■	CV and interview advice	74 – 78
■	Financial information	
	Opening a UK bank account	79 – 80
	UK tax	80
	National Insurance (NI)	81
	Setting up a limited company	82
	Getting paid by MWA	83
■	Lifestyle	
	UK cost of living	84
	Healthcare	85
	London transport	86 – 87
	Accommodation	88 – 89
	Entertainment	90 – 91
■	Working outside London	92 – 93
■	Working in Europe	94
■	Heading home?	95
■	Job pages	96 – 98

About us

Martin Ward Anderson, a Randstad Holding company, is one of the UK's largest financial recruitment consultancies specialising in the recruitment of permanent, temporary and contract Accountants at all levels from part qualified to Finance Directors.

With a network of offices spanning the UK and Europe, we recruit for a broad range of employers across the following sectors:

- > **Commerce and Industry**
- > **Banking and Financial Services**
- > **Public and Not For Profit**

Our mission is to be the financial recruitment consultancy of exclusive choice for employees, employers and jobseekers. As a result, we are committed to delivering the highest quality recruitment services in the marketplace.

This guide has been designed to provide you with a comprehensive directory of job seeker information and some crucial preparation tips for your working holiday in the UK.



Working holidays in the UK

Congratulations on making the decision to come and live and work in UK. We are sure that your trip will be an exciting and challenging one as the UK has a huge amount to offer the working and travelling professional.

In order to make the most out of your stay, we have compiled the following checklist to help you on your way:

1. Tailor your CV to suit the UK market. Martin Ward Anderson can offer you advice on the format and content of your CV as well as keeping you updated on current job opportunities and offering you general relocation information.
2. Register with us! Martin Ward Anderson can register candidates before they leave their home country and even set up interviews with companies for your arrival. To contact one of our specialist international Consultants please email ukopportunities@martinwardanderson.com or call +44 (0)20 7240 2233.
3. Arrange a bank account. There is a section in this guide which will give you more detailed information about the procedures for opening a UK bank account.
4. Ensure you have a valid passport and working holiday visa. To find out more visit www.ukvisas.gov.uk
5. Arrange accommodation for when you first arrive. Whilst this may only be a temporary solution, having somewhere to stay when you first arrive in the UK will doubtless make the transition a lot easier.
6. Register for healthcare. This can only be done if you have a UK address.

Other important documentation to remember:

- > References from your bank preferably made out to a UK address. This will make it easier to open a UK bank account, rent property and hire vehicles when you arrive.
- > If you plan on driving in the UK or Europe, you will require an international driver's licence. If you plan to buy and insure a car, consider transferring your current overseas driving licence to a UK one. For more information visit the DVLA website at www.dvla.gov.uk
- > Written references from previous employers.
- > Access to enough cash (from ATM / travellers cheques etc) to cover the expensive initial stages of your trip.
- > A smart business suit for interviews.



Quick reference Q&A's

1. Do I need a visa or work permit to work in the UK?

Unless you have a UK or EU passport, you will need a work permit or visa to be eligible to work in the UK. For more information on the various types of visas, you should check with your local British High Commission or Embassy.

2. How long will it take for me to find work in the UK?

It is very difficult to predict how long it will take for you to find work in the UK, as this can depend on so many variables – the state of the job market, time of year, your skillset and salary expectations etc. As a rule of thumb we would suggest that you budget to live off your savings for the first month after your arrival. That said, registering with Martin Ward Anderson is a first and important step to ensuring you secure work in the shortest time possible.

3. How do I get a UK bank account?

You may be able to arrange a UK account through your overseas bank. If this is not possible, we will happily introduce anyone who registers with Martin Ward Anderson to Lloyds TSB who will be able to arrange an account.

4. Will I be able to secure work in the UK before I arrive?

It is extremely rare for us to be able to secure work for you in the UK before you arrive for the simple reason that you need to be in the country to be available for interviews with employers. However, please do contact us well in advance of your arrival so that we can get the ball rolling for when you arrive.



Quick reference Q&A's cont'd

5. What is the difference between temporary and contract work?

Temporary work or temping is where a consultancy such as Martin Ward Anderson will place you in a company for a fixed or indefinite period of time during which time you will be paid, weekly, by the consultancy for every hour that you work. Contract work or contracting is where the consultancy places you in a company for a fixed period of time (e.g. three months) during which time the company you are working for will pay you directly.

6. How long do temporary assignments last?

Temporary assignments can be of any length from one day to a year or more – the average is around three months, often with the option to renew.

7. How do I get a job?

Speak to Martin Ward Anderson as soon as you have decided to come to the UK, or even beforehand if you have any questions. We will do all that we can to help you settle in and find work in the UK. If we can't help for whatever reason we'll do what best we can to put you in touch with someone who can.

8. What do I do if I have other questions?

If you cannot find the answer to your question within this guide please contact our international team by emailing ukopportunities@martinwardanderson.com or calling +44 (0)20 7240 2233.

2006 public and national holidays and important sporting and social events

1st January	New Year's Day
2nd January	New Year's Bank Holiday
26th January	Australia Day
29th January	Chinese New Year (until 31st January)
4th February	Rugby - Six Nations - England v. Wales, Twickenham, London
4th February	Rugby - Six Nations - Ireland v. Italy, Lansdowne Road, Dublin
5th February	Rugby - Six Nations - Scotland v. France, Murrayfield, Edinburgh
6th February	Waitangi Day
10th February	Winter Olympics - Turin, Italy (until 26th February)
11th February	Rugby - Six Nations - France v. Ireland, Stade de France, Paris
11th February	Rugby - Six Nations - Italy v. England, Flaminio Stadium, Rome
12th February	Rugby - Six Nations - Wales v. Scotland, Millennium Stadium, Cardiff
14th February	St Valentine's Day
15th February	London Fashion Week (until 19th February)
20th February	Auckland Day
25th February	Rugby - Six Nations - France v. Italy, Stade de France, Paris
25th February	Rugby - Six Nations - Scotland v. England, Murrayfield, Edinburgh
26th February	Rugby - Six Nations - Ireland v. Wales, Lansdowne Road, Dublin
26th February	Football - Carling Cup Final, Millennium Stadium, Cardiff
28th February	Shrove Tuesday
1st March	St David's Day
11th March	Rugby - Six Nations - Ireland v. Wales, Lansdowne Road, Dublin
11th March	Rugby - Six Nations - Wales v. Italy, Millennium Stadium, Cardiff



2006 public and national holidays and important sporting and social events cont'd

12th March	Rugby – Six Nations – France v. England Stade de France, Paris
13th March	Commonwealth Day
15th March	Commonwealth games, Melbourne (until 26th March)
17th March	St Patrick's Day
17th March	Racing - Cheltenham Gold Cup
18th March	Rugby – Six Nations – England v. Ireland, Twickenham, London
18th March	Rugby – Six Nations – Italy v. Scotland, Flaminio Stadium, Rome
18th March	Rugby – Six Nations – Wales v. France, Millennium Stadium, Cardiff
26th March	Mothering Sunday
26th March	British Summer Time begins (clocks go forward)
1st April	April Fool's Day
14th April	Good Friday
16th April	Easter Sunday
17th April	Easter Monday – Bank Holiday
23rd April	London Marathon
23rd April	St George's Day
25th April	Anzac Day
1st May	May Day Bank Holiday
11th May	Cricket, 1st npower Test Series – England v. Sri Lanka, Lord's (until 15th May)
13th May	Football – The FA Cup Final, Wembley
20th May	Rugby Union – ERC Heineken Cup Final, Millennium Stadium, Cardiff
25th May	Cricket, 2nd npower Test Series – England v. Sri Lanka, Edbaston (until 29th May)
27th May	Rugby Union – Guinness Premiership Final, Twickenham
28th May	Rugby Union – England v. Barbarians, Twickenham
29th May	Spring Bank Holiday



2006 public and national holidays and important sporting and social events cont'd

2nd June	Racing – Oaks Day
3rd June	Racing – Derby Day
3rd June	Cricket, 3rd npower Test Series – England v. Sri Lanka, Trent Bridge (until 6th June)
9th June	Football – World Cup commences, Germany
15th June	Cricket, Twenty20 – England v. Sri Lanka, Southampton
17th June	Cricket, Natwest Series – England v. Sri Lanka, Lords
18th June	Father's Day
20th June	Racing – Royal Ascot, Ascot (until 24th June)
20th June	Cricket, Natwest Series – England v. Sri Lanka, The Oval
21st June	Summer Solstice – longest day of the year
24th June	Midsummer Day
24th June	Cricket, Natwest Series – England v. Sri Lanka, Chester-le-Street
28th June	Cricket, Natwest Series – England v. Sri Lanka, Old Trafford
30th June	Football – World Cup Quarter Finals (until 1st July)
1st July	Cricket, Natwest Series – England v. Sri Lanka, Headingley
4th July	Independence Day (USA)
4th July	Football – World Cup Semi Finals (until 5th July)
8th July	Football – World Cup Match – Stuttgart (for third place)
9th July	Football – World Cup Final, Olympiastadion, Berlin
13th July	Cricket, 2nd npower Test Series – England v. Pakistan, Old Trafford (until 31st July)
29th July	Racing – Diamond Day, Ascot
29th July	Yachting - Cowes Week (until 5th August)
4th August	Cricket, 3rd npower Test Series – England v. Pakistan, Headingley (until 8th August)
17th August	Cricket, 4th npower Test Series – England v. Pakistan, The Oval (until 21st August)
26th August	Notting Hill Carnival (until 28th August)
26th August	Rugby League – Powergen Challenge Cup Final, Wembley



2006 public and national holidays and important sporting and social events cont'd

28th August	Cricket – Twenty20 – England v. Pakistan, Bristol
28th August	Summer Bank Holiday
30th August	Cricket – Natwest Series – England v. Pakistan, Cardiff
2nd September	Cricket – Natwest Series – England v. Pakistan, Lord's
5th September	Cricket – Natwest Series – England v. Pakistan, Southampton
8th September	Cricket – Natwest Series – England v. Pakistan, Trent Bridge
10th September	Cricket – Natwest Series – England v. Pakistan, Edgbaston
23rd September	Autumnal Equinox – Autumn begins
23rd September	Jewish New Year
14th October	Racing - Kempton Park Gold Cup
23rd October	NZ Labour Day
29th October	British Summer Time ends (clocks go back)
31st October	Halloween
5th November	Guy Fawkes Night
7th November	Melbourne Cup Day, Australia
12th November	Remembrance Sunday (UK)
23rd November	Thanksgiving Day (USA)
24th November	Racing – Gold Cup, Newbury (until 26th November)
30th November	St Andrews Day
5th December	Rugby - Varsity Match (Oxford v. Cambridge), Twickenham
6th December	Martin Ward Anderson Temps Christmas Party
25th December	Christmas Day
26th December	Boxing Day (St Stephen's Day in Ireland)
26th December	Racing – Boxing Day Races, Kempton Park
26th December	Yachting – Sydney to Hobart Yacht Race, Australia
31st December	New Year's Eve (Hogmanay)



2006 calendar

	JANUARY					FEBRUARY					MARCH				
M	2	9	16	23	30	6	13	20	27	6	13	20	27		
T	3	10	17	24	31	7	14	21	28	7	14	21	28		
W	4	11	18	25		1	8	15	22	1	8	15	22		
T	5	12	19	26		2	9	16	23	2	9	16	23		
F	6	13	20	27		3	10	17	24	3	10	17	24		
S	7	14	21	28		4	11	18	25	4	11	18	25		
S	1	8	15	22	29	5	12	19	26	5	12	19	26		

	APRIL					MAY					JUNE				
M	3	10	17	24		1	8	15	22	29	5	12	19	26	
T	4	11	18	25		2	9	16	23	30	6	13	20	27	
W	5	12	19	26		3	10	17	24	31	7	14	21	28	
T	6	13	20	27		4	11	18	25		1	8	15	22	
F	7	14	21	28		5	12	19	26		2	9	16	23	
S	1	8	15	22	29	6	13	20	27		3	10	17	24	
S	2	9	16	23	30	7	14	21	28		4	11	18	25	

	JULY					AUGUST					SEPTEMBER				
M	3	10	17	24	31	7	14	21	28	4	11	18	25		
T	4	11	18	25		1	8	15	22	29	5	12	19	26	
W	5	12	19	26		2	9	16	23	30	6	13	20	27	
T	6	13	20	27		3	10	17	24	31	7	14	21	28	
F	7	14	21	28		4	11	18	25		1	8	15	22	
S	1	8	15	22	29	5	12	19	26		2	9	16	23	
S	2	9	16	23	30	6	13	20	27		3	10	17	24	

	OCTOBER					NOVEMBER					DECEMBER				
M	2	9	16	23	30	6	13	20	27	4	11	18	25		
T	3	10	17	24	31	7	14	21	28	5	12	19	26		
W	4	11	18	25		1	8	15	22	29	6	13	20		
T	5	12	19	26		2	9	16	23	30	7	14	21		
F	6	13	20	27		3	10	17	24		1	8	15		
S	7	14	21	28		4	11	18	25		2	9	16		
S	1	8	15	22	29	5	12	19	26		3	10	17		

2007 calendar

JANUARY

M	1	8	15	22	29
T	2	9	16	23	30
W	3	10	17	24	31
T	4	11	18	25	
F	5	12	19	26	
S	6	13	20	27	
S	7	14	21	28	

FEBRUARY

	5	12	19	26	
	6	13	20	27	
	7	14	21	28	
1	8	15	22		
2	9	16	23		
3	10	17	24		
4	11	18	25		

MARCH

	5	12	19	26	
	6	13	20	27	
	7	14	21	28	
1	8	15	22	29	
2	9	16	23	30	
3	10	17	24	31	
4	11	18	25		

APRIL

M	2	9	16	23	30
T	3	10	17	24	
W	4	11	18	25	
T	5	12	19	26	
F	6	13	20	27	
S	7	14	21	28	
S	1	8	15	22	29

MAY

	7	14	21	28	
1	8	15	22	29	
2	9	16	23	30	
3	10	17	24	31	
4	11	18	25		
5	12	19	26		
6	13	20	27		

JUNE

	4	11	18	25	
	5	12	19	26	
	6	13	20	27	
	7	14	21	28	
1	8	15	22	29	
2	9	16	23	30	
3	10	17	24		

JULY

M	2	9	16	23	30
T	3	10	17	24	31
W	4	11	18	25	
T	5	12	19	26	
F	6	13	20	27	
S	7	14	21	28	
S	1	8	15	22	29

AUGUST

	6	13	20	27	
	7	14	21	28	
1	8	15	22	29	
2	9	16	23	30	
3	10	17	24	31	
4	11	18	25		
5	12	19	26		

SEPTEMBER

	3	10	17	24	
	4	11	18	25	
	5	12	19	26	
	6	13	20	27	
	7	14	21	28	
1	8	15	22	29	
2	9	16	23	30	

OCTOBER

M	1	8	15	22	29
T	2	9	16	23	30
W	3	10	17	24	31
T	4	11	18	25	
F	5	12	19	26	
S	6	13	20	27	
S	7	14	21	28	

NOVEMBER

	5	12	19	26	
	6	13	20	27	
	7	14	21	28	
1	8	15	22	29	
2	9	16	23	30	
3	10	17	24		
4	11	18	25		

DECEMBER

	3	10	17	24	31
	4	11	18	25	
	5	12	19	26	
	6	13	20	27	
	7	14	21	28	
1	8	15	22	29	
2	9	16	23	30	

April 2006

MONDAY

TUESDAY

WEDNESDAY

THURSDAY

FRIDAY

1 SATURDAY

2 SUNDAY

April 2006

3 MONDAY

4 TUESDAY

5 WEDNESDAY

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April 2006

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April 2006

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May / June 2006

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June 2006

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June 2006

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June / July 2006

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29 THURSDAY

30 FRIDAY

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July 2006

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July 2006

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July 2006

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July / August 2006

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August 2006

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August 2006

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August 2006

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26 SATURDAY

27 SUNDAY

August / September 2006

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September 2006

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September / October 2006

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October 2006

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October 2006

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October 2006

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October 2006

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26 THURSDAY

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28 SATURDAY

29 SUNDAY

October / November 2006

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31 TUESDAY

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November 2006

6 MONDAY

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November 2006

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November 2006

20 MONDAY

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22 WEDNESDAY

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25 SATURDAY

26 SUNDAY

November / December 2006

27 MONDAY

28 TUESDAY

29 WEDNESDAY

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December 2006

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December 2006

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December 2006

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December 2006

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31 SUNDAY

January 2007

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January 2007

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January 2007

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January 2007

22 MONDAY

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25 THURSDAY

26 FRIDAY

27 SATURDAY

28 SUNDAY

January / February 2007

29 MONDAY

30 TUESDAY

31 WEDNESDAY

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2 FRIDAY

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February 2007

5 MONDAY

6 TUESDAY

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February 2007

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February 2007

19 MONDAY

20 TUESDAY

21 WEDNESDAY

22 THURSDAY

23 FRIDAY

24 SATURDAY

25 SUNDAY

February / March 2007

26 MONDAY

27 TUESDAY

28 WEDNESDAY

1 THURSDAY

2 FRIDAY

3 SATURDAY

4 SUNDAY

March 2007

5 MONDAY

6 TUESDAY

7 WEDNESDAY

8 THURSDAY

9 FRIDAY

10 SATURDAY

11 SUNDAY

March 2007

12 MONDAY

13 TUESDAY

14 WEDNESDAY

15 THURSDAY

16 FRIDAY

17 SATURDAY

18 SUNDAY

19 MONDAY

20 TUESDAY

21 WEDNESDAY

March 2007

22 THURSDAY

23 FRIDAY

24 SATURDAY

25 SUNDAY

26 MONDAY

27 TUESDAY

28 WEDNESDAY

29 THURSDAY

30 FRIDAY

31 SATURDAY

Metrics and conversions

linear measure

1 centimetre	0.3937 inch
1 inch	2.54 centimetres
1 decimetre	3.937 inches/0.328 foot
1 foot	0.0048 decimetres
1 metre	39.37 inches/1.0936 yds.
1 yard	0.9144 metre
1 dekametre	1.9884 rods
1 rod	0.5029 dekametre
1 kilometre	0.62137 mile
1 mile	1.6094 kilometres

square measure

1 sq. centimetre	0.1550 sq. inch
1 sq. inch	6.452 sq. centimetres
1sq. decimetre	0.1076 sq. foot
1 sq. foot	9.2903 sq. decimetres
1 sq. metre	1.196 sq. yards
1 sq. yard	0.8361 sq. metre
1 hectare	0.471 acres
1 acre	0.4047 sq. mile
1 sq. kilometre	0.386 sq. mile
1 sq. mile	2.59 sq. kilometres

measure of volume

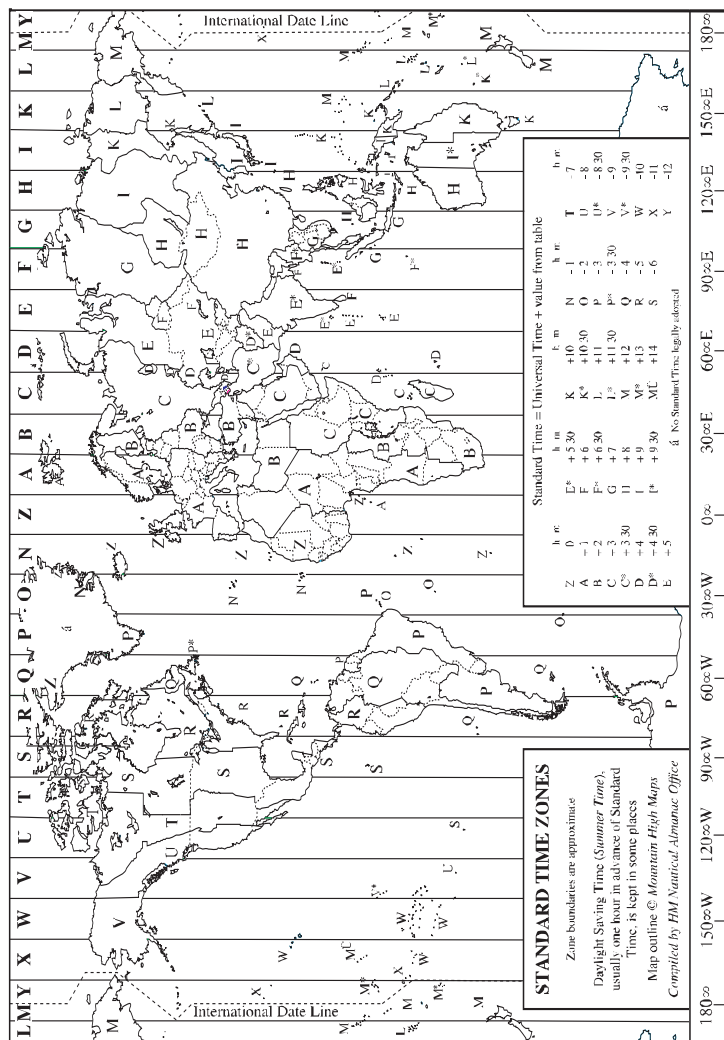
1 cu. centimetre	0.061 cu. inch
1 cu. inch	16.39 cu. centimetres
1 cu. decimetre	0.0353 cu. foot
1 cu. foot	28.317 cu. decimetres
1 cu. yard	0.7646 cu. metre
1 cu. metre	0.2759 cord
1 litre	0.908 qt. dry/1.0567 qts. liq.
1 quart dry	1.101 litres
1 quart liquid	0.9463 litre
1 dekalitre	2.6417 gals/1.135 pks.
1 gallon	0.3785 dekalitre
1 peck	0.881 dekalitre
1 hekollitre	2.8378 bushels
1 bushel	0.3524 hekollitre

weights

1 gram	0.0327 ounce
1 ounce	28.35 grams
1 kilogram	2.2046 pounds
1 pound	0.4536 kilogram
1 short ton (U.S.)	2000 pounds or 0.907 metric ton
1 long ton (English)	2240 pounds or 1.016 metric ton
1metric ton	2204.6 pounds or 1.102 short ton (U.S.) or 0.98421 long ton (English)



World time zones



Useful numbers and websites

International dialling codes

All codes carry a prefix of 00

Australia 61	Luxembourg 352
Austria 43	Malaysia 60
Bahrain 973	Malta 356
Barbados 1246	Mexico 52
Belgium 32	Monaco 377
Bermuda 1441	Netherlands 31
Brazil 55	New Zealand 64
Bulgaria 359	Nigeria 234
Canada 1	Norway 47
China 86	Pakistan 92
Czech Republic 420	Philippines 63
Denmark 45	Poland 48
Egypt 20	Portugal 351
Finland 358	Romania 40
France 33	Russia 7
Germany 49	Saudi Arabia 966
Ghana 233	Singapore 65
Greece 30	Slovakia 421
Hong Kong 852	South Africa 27
Hungary 36	Spain 34
Iceland 354	Sweden 46
India 91	Switzerland 41
Iran 98	Taiwan 886
Ireland 353	Thailand 66
Israel 972	Trinidad & Tobago 1809
Italy 39	Tunisia 216
Jamaica 1809	Turkey 90
Japan 81	UK 44
Jordan 962	USA 1
Kenya 254	Venezuela 58
Korea, South 82	Zimbabwe 263
Kuwait 965	

Useful numbers and websites cont'd

Embassies

British Home Office (Immigration)	www.homeoffice.gov.uk
Australian High Commission	www.australia.org.uk
New Zealand High Commission	www.nzembassy.com
South African High Commission	www.southafricahouse.com
Other Embassies	www.ed-u.com/embassies-in-the-uk

Operators and emergency

Emergency (Police, Ambulance and Fire Brigade)	999
UK Directory Enquiries	118500
International Directory Enquiries	118505
UK Operator	100
International Operator	155
Citizens Advice Bureau	020 7236 1156

Lost and stolen credit cards

Visa	0800 895 082
Mastercard	0800 964 767
American Express	01273 696 933

Airlines

Aer Lingus	020 8234 4333
Air New Zealand	020 8741 2299
British Airways	0845 7733 377
British Midland	01332 854 000
Buzz Airways	0870 240 7070
Cathay Pacific Airways	020 8834 8800
EasyJet	0870 600 0000
Gulf Air	0870 777 1717
Japan Airlines	0845 774 7777
KLM	0870 507 4074
Qantas	020 8846 0466
Ryan Air	0818 303 030
Singapore	020 8995 4901
South African Airways	020 7312 5000
Virgin Atlantic	01293 747 747



Useful numbers and websites cont'd

Airports

Heathrow	0870 000 0123
Gatwick	0870 000 2468
London City	020 7646 0000
Luton	01582 405 100
Stansted	0870 0000 303

Other useful travel numbers and websites

London Transport Information	020 7222 1234 www.tfl.gov.uk
National Rail	0845 748 4950 www.nationalrail.co.uk www.trainline.co.uk
National Express (coaches)	0870 580 8080 www.nationalexpress.com
Eurostar	0870 160 6600 www.eurostar.com
Rail Europe	0870 584 8848 www.raileurope.co.uk
Dial-a-cab	020 7253 5000 www.dialacab.co.uk
P&O Ferries	0870 242 4777 www.poferries.com
Stena Ferries	02890 747 747 www.stenaline.co.uk
Irish Ferries	08705 17 17 17 www.irishferries.com
Euro Tunnel	020 7681 5000 www.eurotunnel.com
British Tourist Authority	020 8846 9000 www.visitbritain.com
YHA	01843 221 616 www.yha.org.uk



UK visa information

To work in the United Kingdom, a valid work visa must be obtained if you do not hold a UK or EU passport. Failure to do this will result in serious consequences and the highly likely outcome of deportation. You should obtain your work visa by contacting your British High Commission well before you leave your country. They will supply you with the required information and forms to fill in. Please be aware that many countries won't let you in with less than six month's validity remaining on your passport, so remember to check your passport before you depart.

The various types of visas available are outlined below.

Working Holiday

Available to Commonwealth citizens aged between 17-30 inclusive. Valid for two years however, the bearer of this visa can only work a maximum of 12 months over this period.

Right of Abode

Available if one of your parents was born in the UK.

Ancestry Visa

Available if any of your grandparents are/were British citizens. This visa carries fewer restrictions than the Working Holiday Visa. You can also gain an Ancestry Visa through adoptive parents and step parents (conditions apply).

Spouse Entry Clearance

If your spouse is British you are eligible for Spouse Entry Clearance. This must be gained before you arrive in the UK.

Sponsorship Visa

Employer sponsored visa. Only valid for employment by the company that sponsors you.

Dependent Visa

For dependants of British passport holders.



UK visa information cont'd

Student Visa

Available if study is being undertaken in the UK.

Highly Skilled Migrant Programme Visa (HSMP)

For people who have certain skills or qualifications considered important to the UK. Applying for this visa is a fairly complex process that operates under a point scoring system. The HSMP visa can be applied for before entry to the UK and if successful the applicant is eligible for both temporary and permanent work.

Schengen Visa

For travel throughout Europe, South African's are recommended to visit www.eurovisa.info for more detailed and up to date information.

Special conditions and restrictions apply to most of these work visas, therefore we strongly advise you contact your local British High Commission or British Embassy at least two months before your intended date of departure as they will require documents to prove eligibility for certain visas.

For more information on UK visa requirements visit the Foreign and Commonwealth Office website at www.fco.gov.uk



CV and interview advice

Getting that job

There is increasing competition for the best roles in today's job market. Marketing yourself to potential employers is now vital to the success of your career.

Looking good both on paper and in person is crucial to getting the right job.

Top tips for creating a winning CV

The main purpose of your CV is to gain an interview!

- > Be concise – most careers should fit onto two sides of an A4 sheet.
- > CV format – split your CV into logical sections such as personal information, qualifications (list chronologically and indicate grades), employment history and interests. It is also recommended you use bullet points where possible as they break up your CV and help you convey your career concisely making it easier for a potential employer to absorb salient information.
- > Personal information should go at the beginning of the CV and include your full name, address, telephone numbers (daytime and evening), email address, date of birth.
- > Employment history – positions should appear in reverse chronological order. Next to each position you should include your key responsibilities and achievements, how long you were in the role and your reason for leaving.
- > Referee details – it is essential that you provide written references and referee details to Martin Ward Anderson as we conduct reference checks on all candidates before placing them on an assignment. Therefore please ensure that you provide sufficient contact information regarding whether they are in the UK or overseas.
- > CV presentation – as your CV is your first chance to make a good impression, when you have completed it, please check it carefully for spelling mistakes and we advise that you laser print it on good quality paper without elaborate folders.



CV and interview advice cont'd

The successful interview

If the prospect of being interviewed fills you with dread – fear not – with careful planning and prior research, the interview situation can prove to be less of an ordeal than you anticipated. Creating a positive impression is paramount. If you go to the interview unprepared you will miss your chance to impress.

Interview preparation

- > Make sure you know the interview details! It may seem obvious but knowing the exact location and time of interview is essential. Being even a few minutes late can make a bad impression. It's also important to know the interviewer's full name and title.
- > Research – most companies expect to see that you've done some research before the interview. Corporate brochures, company websites and reading the newspapers for relevant industry information should all give you an overview of the organisation. Gaining an understanding of factors such as the company size, turnover, office locations, structure and products and services will all help you make the right impression. Martin Ward Anderson will always provide you with company background information prior to your interview.
- > Review your CV before the interview. Ensure that you can talk in further detail about the points laid out in your CV and try to think about your experience in light of the job you are applying for.
- > Prepare a set of questions that you want to ask the interviewer. Remember the interview is a two-way street with you needing to ascertain whether the role and company will suit your own career aspirations.

Interview techniques

First impressions count. From the moment you walk through the door you are being assessed.

- > Be punctual – ten minutes early is good practice.
- > Smart business dress is always the best policy. Even if you know that the company policy is smart / casual it demonstrates that you can look smart.

CV and interview advice cont'd

- > Adopt a positive attitude throughout the interview. If you have any misgivings about the role / company before the interview do not show them. Remember it is easy to reject a position when offered but difficult to retrieve an interview if you subsequently decide it's your ideal job!
- > Listen carefully to what the interviewer is asking and saying. Whilst it's important that you demonstrate your interpersonal skills during the interview, you need to ensure that you get the right balance between being a good listener as well as a talker. Remember, the interviewer is trying to assess whether you will fit into the company and team and so by talking too much you can risk appearing over confident and even arrogant.
- > Questions. Most interviews follow a clear structure with the interviewer commencing the interview with a set of questions to establish your suitability, followed by an overview of the role and company, and then an opportunity for you to ask questions and finally informing you on what happens next. When it comes to your turn to ask questions try to use open questions to gain fuller responses and if you are applying for a permanent role, use the opportunity to ask about the long-term career progression within the company to show you are committed to a career with them. Do not ask about the salary and benefits in the initial interview. If raised by the interviewer, give a salary range to enable negotiation at a future point in time.
- > Be aware of your body language. As well as using a firm handshake and smile to break the ice, always maintain eye contact throughout the interview to show that you are interested in the discussion. Also try and assume a relaxed posture, but don't slouch!
- > Use your common sense and initiative to answer technical questions and if you really don't know the answer say so. Trying to 'wing it' will get you no where and if anything will make the interviewer question whether you really know your area of expertise.



CV and interview advice cont'd

- > Feedback. After the interview it is important to contact your Consultant at Martin Ward Anderson to outline your views on the role and the company. Martin Ward Anderson will then contact the company to get feedback on you.

From this process both you and the Consultant will be able to confirm and / or improve your interview techniques and career search objectives.

Making the most out your temporary career

Once you've successfully secured a temporary assignment through Martin Ward Anderson there are several actions that you can carry out to increase your chances of being in temporary employment for the entirety of your stay in the UK.

Planning for your next assignment is vital, particularly when your project assignment could end suddenly due to the work being carried out more quickly than initially anticipated. You therefore need to be in a position to interview and start in a new assignment as quickly as possible. To ensure this make sure you:

- > Continually update your CV with your newly acquired experience and knowledge and send a copy to your Consultant at Martin Ward Anderson.
- > Always call your Consultant one week before your assignment is due to finish so that they can immediately start speaking to companies about your CV and experience as well as setting up interviews for as soon as you become available.
- > Always advise your Consultant of any changes to your personal details. It is particularly important to tell your Consultant if you change your address and / or telephone number so that they can remain in constant contact with new opportunities that arise.
- > Always feel welcome to call your Consultant, should you need to discuss any aspects of your position. Martin Ward Anderson will also contact you at regular intervals to check that you are still happy in the position and that there are no problems.



CV and interview advice cont'd

- > Notify your Consultant when you are planning on returning home or intending on embarking on some extended travel so that we can update our records and possibly assist you with career opportunities in your home countries through our alliance partners in Australia, New Zealand and South Africa.

Code of conduct for temporary and contracting professionals working through Martin Ward Anderson.

- > DO always be punctual.
- > DO notify your Martin Ward Anderson Consultant and the company you are working for if you are sick or planning to take a holiday.
- > DO try and gain references when finishing an assignment.
- > DO keep in contact with your Martin Ward Anderson Consultant on a regular basis.
- > DO update your Martin Ward Anderson Consultant of any changes to your contact information.
- > DO update your Martin Ward Anderson Consultant of any changes to your personal situation that may affect your current working assignment.
- > DO adhere to agreed notice periods. Should you need to terminate your assignment early please ensure you give us the maximum notice possible.
- > DO ensure that you understand your own company's policies and working procedures so that you aren't abusing any of them. Please note that your Martin Ward Anderson Consultant will have provided you with specific company information and policies relating to conduct prior to you commencing your assignment.
- > DON'T make personal international calls unless approved by your company / Manager.
- > DON'T abuse your email / internet privileges.
- > DON'T use the company's equipment for personal use.



Financial information

Opening a UK bank account

One of the first things that you'll need to do when you arrive in the UK is to set up a bank account. We recommend that you do this within two weeks of arriving so that when you find your job through Martin Ward Anderson, you can get paid!

As a result of legislation tightening up quite considerably in this region since September 11th, Martin Ward Anderson has established a relationship with one of the world's largest banks - Lloyds TSB to make the whole process of setting up a UK bank account a lot easier for you.

Lloyds TSB can offer a full banking service to foreign nationals living and working in the UK through their specialist Worldwide Service division. And with over 2000 Lloyds TSB branches across the UK you'll find access to their services through a local branch extremely easy.

To open a new account, the bank is required by law to ask you to prove who you are and where you live. As a result, you will need to provide Lloyds TSB with the following documentation:

- > Proof of identity – valid passport or valid ID card if EU national.
- > Proof of address – either valid driver's licence, valid ID card/book, recent bank statement, recent utility bill (gas, electricity, water rates, land rates or landline telephone). Please note this document should reflect a UK or overseas residential address within the last three months. Unfortunately Lloyds TSB will not be able to accept PO Box, 'care of' or business addresses.

Lloyds TSB can open accounts for professionals staying in the country for at least a year earning upwards of £15,000 a year. Their services include:

- > Cheque and savings accounts
- > Visa, debit cards and chequebooks
- > Telephone and internet banking
- > Gross interest (subject to status)
- > Dedicated banking adviser
- > Free day to day banking (however, charges still apply to international money transfers).

Financial information cont'd

Accounts can be opened by completing an application form with the accompanying supporting documentation outlined in this section to any of the Lloyds TSB branches across the UK. You can obtain an application form direct from www.lloydstsb.com or by contacting one of our international Consultants who will also be able to assist you with the process or answer any specific questions you may have. Alternatively, the application form can be downloaded from our own website under the 'working in the UK for non residents' tab found in the Jobseekers section of www.martinwardanderson.com. An account is usually opened within a week of receipt at Worldwide Service.

UK tax

The UK tax year runs from 6th April – 5th April. For those working in the UK for the first time and planning to work through the PAYE (Pay as You Earn) income taxation scheme you will need to complete a P46 form.

If you have worked in the UK before, you will need to provide our Payroll division with your P45 issued from your previous employer. If you do not have this, you will need to complete a P46. The P45 form provides us with information on your previous earnings, tax paid and tax code. We recommend that you keep copies of your P45's (leaving certificates) and P60's (end of year tax certificates) in a safe place as you will need these to complete your annual tax return and / or final UK tax return.

The rates of tax and bands of taxable income for 2005-2006 are as follows:

Starting rate – 10%	£0 – £2,090
Basic rate – 22%	£2,091 – £32,400
Higher rate – 40%	over £32,401+

For general information on tax please visit the Inland Revenue website on www.inlandrevenue.gov.uk



Financial information cont'd

National Insurance (NI)

If you work under the PAYE scheme your employer automatically deducts Income Tax and employee's National Insurance contributions due from your gross pay. They will then pay the net amount directly into your account. As well as these deductions your employer will also incur a further cost to themselves of 12.8% of your gross salary to the Inland Revenue for employer's National Insurance. If you decide to work through a limited company it becomes the responsibility of that company to ensure that any Income Tax or National Insurance due is paid.

In order to work through the PAYE scheme you will need a National Insurance number. By law you must apply for an NI number as soon as you start working although you may be able to apply beforehand, depending on how busy your local DSS office is at the time.

Your NI number also registers your eligibility for free hospital and GP services.

Applying for a NI number

To apply for a NI number you will need to carry out the following:

- > Find out where your nearest DSS (Department of Social Security) is located by telephoning +44 (0)20 7210 5983
- > Make an appointment with a local DSS office for a one-to-one confidential interview

Don't forget to take with you:

- > Your passport
- > Proof of UK address
- > A letter of appointment, contract or payslip confirming employment or letter outlining that you are seeking employment. For the latter, if you are registered with Martin Ward Anderson we can provide you with a letter of registration as proof that you are actively seeking work.



Setting up a limited company

Some temporary and contract workers decide to establish and work through their own limited companies. You should remember that if you decide to work through this type of structure that your company will be entirely responsible for all taxation, National Insurance and legal matters. Limited companies must be UK registered.

If you do decide to go ahead with this, we recommend that you seek independent, professional advice regarding the set up and operation of such a company. This is particularly important in the light of the Government's anti-tax avoidance legislation, IR35. For further information on IR35, visit the Inland Revenue website: www.inlandrevenue.gov.uk

Alternatively, please contact our international team at Martin Ward Anderson who will be happy to inform you of companies that specialise in accounting for contractors.

If you wish to be paid through your own limited company you will need to provide Martin Ward Anderson with the following:

- > A Certificate of Incorporation
- > Form 288a – Appointment of director
- > Form 287 – Address of registered office
- > Corporation tax registration form
- > Limited company VAT registration certificate
- > A signed Confirmation of Assignment letter
- > A completed Consultancy Agreement which must be signed by yourself and Martin Ward Anderson Limited
- > Employers Liability Insurance Certificate
- > Company bank account details
- > An official limited company invoice must be submitted with every Martin Ward Anderson timesheet no later than 12:00pm on the Monday following the week of work to ensure prompt payment (dedicated timesheet fax: 0870 889 5422)

If you plan to change your limited company you must advise us in writing beforehand and state your reasons why. We will also require you to provide copies of the above documentation for the new limited company.



Financial information cont'd

Getting paid by Martin Ward Anderson

Once you have commenced in your first role, you will be paid on a Friday (one week in arrears) directly into your bank account. For this, you need to ensure that you have signed and returned your employment contract, advised us of your bank account details and faxed / posted your authorised timesheet to our Payroll department. Timesheets should be received by Martin Ward Anderson Limited no later than midday on the Monday following the week of work. Payments may be delayed should timesheets not be received on time.

Timesheets can be faxed to +44 (0)870 889 5422 or posted to: Payroll Department, Martin Ward Anderson Limited, 3-7 William Street, Windsor, Berkshire SL4 1BB.

Martin Ward Anderson provides its temporary staff with access to an approved stakeholder pension scheme, the Scottish Equitable Stakeholder Scheme. In order to become eligible to contribute, you have to work through Martin Ward Anderson continuously for three months and be over 18 years of age. When you do meet these criteria, and if you are interested in taking part in the scheme, please contact our Independent Financial Advisers, Tenon Financial Services, by phoning +44 (0)1753 754 600 or by emailing ebc@tenongroup.com.

Expenses

If the company you are working for agrees to cover your expenses, please submit them with your timesheets. These should be sent either using their expense claim form or on company headed paper. Both you and your Manager must sign all forms and all receipts must be attached.

Rates of pay

One of the biggest benefits of working in the UK is the strength of the GB pound and the fact that rates of pay are some of the highest around the globe. Rates of pay do fluctuate and skill shortages in certain areas can greatly inflate the rates paid to candidates in demand. For more information on up-to-date temporary rates of pay please refer to our online salary survey at www.martinwardanderson.com/salariesurvey

Alternatively, to get a feel for UK financial rates of pay it's a good idea to spend some time looking at live roles advertised on UK job boards. We would suggest visiting:

www.gaapweb.com
www.ft.com

www.jobsfinancial.com
www.cityjobs.co.uk

UK cost of living

Ensure that when you first arrive, you have sufficient funds to cover your costs for the first month or so. We have put together the following quick guide of costs for your reference. Please note that these are estimates only and subject to changes in inflation.

Accommodation and bills

- > Hostels From £10.00 – £30.00 per night
- > Flats From £70.00 – £300.00 per week +/- bills

Travel 2006 Prices

- > Single tube fare (zone 1-2) £3.00
- > Weekly travelcard (zone 1) £22.20
- > Monthly travelcard (zones 1 – 4) £121.40
- > Yearly travelcard (zones 1 – 2) £888.00
- > Single bus fare £1.50

For more information visit www.tube.tfl.gov.uk

Food and drink

- > Supermarkets – average weekly shop from £40.00 – £70.00
- > Restaurants – from £10.00 – £100.00 per person for a three course meal
- > Beer / lager – £2.50 – £3.00 per pint (570ml) or £4.00 – £5.00 in a club
- > Takeaways – £8.00 – £15.00 per person

Everyday purchases

As a benchmark here is a selection of average supermarket prices for a number of staple of items:

- > Loaf of bread £0.70 – £1.00
- > Pint of milk £0.40 – £0.60
- > Can of Coca-Cola £0.55
- > 20 cigarettes £5.20 – £6.00

Leisure Time

There is an incredible variety of leisure activities, drinking haunts, clubs and eateries in London. Prices vary but as a guide:

- > Entrance to a large tourist attraction in London £8.00 – £15.00
- > Membership to a London gym £60.00 – £80.00 p/mth
- > Cinema ticket £6.00 – £10.00
- > Entrance fee to a London club £8.00 – £15.00



Healthcare

Anyone intending to reside in the UK for six months or more is entitled to free healthcare provided by the UK's National Health Service (NHS). In order to qualify for this state provision you will need to register with a General Practitioner (GP). It's advisable to arrange this as soon as you have a permanent address in the UK.

- > GPs are listed in the phone book. You may have to try several surgeries before you find one that has room on its patient list. To find your nearest doctor or surgery visit www.nhs.uk/england/doctors
- > In an emergency, hospital casualty departments will treat you without charge.
- > Alternatively you can call NHS Direct on 0845 4647 for advice on whether it's advisable to see a doctor or attend hospital to treat your condition.

For more information on general healthcare issues visit the www.nhsdirect.nhs.uk

Dental care

Subsidised dental care is available under the NHS but to be entitled to it you need to register with an NHS dentist. Private dental care is available but it can be expensive. The British Dental Association can provide a list of dentists in your area. To find out more visit www.bda-findadentist.org.uk

If you require emergency dental treatment call NHS Direct on 0845 4647 or visit www.nhsdirect.nhs.uk

London transport

London has a very efficient transport network from its underground (the tube), Docklands light railway, overground rail, famous red London buses and black cabs to the recent introduction of tuk-tuks which service the more touristy areas of London.

The London transport system is divided into six price zones. Zone one covers the very centre of London with zone six coverage being the city's outer suburbs. A comprehensive listing on tube zones are shown on the tube map contained within this guide.

The London Underground / Docklands Light Railway / Overground Rail

The most economical way to travel around London is to get an Oyster card which works on a pay as you go system. To apply for one of these cards you will need photo ID. Travelcards are also cost effective. For more information on the Oyster card and other travelcards visit www.tfl.gov.uk/tfl

Young Person's Railcard

If you plan to travel outside of London (and we recommend that you do!) it is worth investing in a Young Person's Railcard (eligible for persons up to 26 years only) from your local station. The card provides excellent discounts on long distance travel. Again you will need to apply using photo ID. For more information visit www.youngpersons-railcard.co.uk

Oyster cards

The most economical way to travel around London is to get an Oyster card which is valid on Tube, DLR, tram and National Rail services within your chosen zones and across the entire London bus network. Oyster cards are reusable. You can put your Travelcard or Bus Pass season ticket on it, add travel value (cash) to pay as you go or have a combination of both. This means that when your ticket expires you can buy another on the same Oyster card, and when your travel value (cash) runs out, you can just top it up.

The main benefit of the Oyster card is that it is incredibly economical as single journeys are cheaper than the standard single fare and a daily capping system applies when you make several journeys in the same day. For more information on daily price capping visit www.tfl.gov.uk/oystercard

The system is also extremely user friendly with touch pad card readers located at station and tube barriers, on board buses and at tram stop platforms.

Cards can be purchased at all mainline stations and on the London tube network as well as on the Oyster Online Shop which can be accessed using the above website link.



London transport cont'd

London Buses

London buses are an excellent alternative to the tube. A single fare within central London costs £1.50. In central London, you must purchase your ticket prior to boarding the bus as many no longer allow you to purchase them on board. This can be done at ticket machine by the bus stop and various shops and outlets.

Night Buses

Trafalgar Square is the focus of two-thirds of the more than 60 night bus routes (prefixed with the letter 'N') that come on duty when the tube shuts down and the daytime buses return to the barn. If you're not familiar with the routes, head to Trafalgar Square or check any of the bus-stop information boards. Night buses run from about midnight to 0700, with most routes providing an average of three buses per hour.

For more information on London buses visit www.tfl.gov.uk/tfl

Cabs

Licensed black cabs

A convenient but also expensive form of London transport is the black cab; easily recognisable by their distinctive shape not just their colour as they are now also seen in red and green!

Minicabs

You cannot hail a minicab – these cabs have to be booked by phone or in person from the company's offices. A minicab fare can be metered, but is more than often agreed in advance. It's therefore important to check before ordering and if there is no meter, to agree a price upfront! Minicabs are cheaper than black cabs, but are predominantly unlicensed. For your own personal safety do not give your custom to a driver who approaches you on the street – this is illegal and he may not be insured.

On Foot

An A–Z street map is invaluable in helping you navigate the streets of London – available from most newsagents it should be on your "must have" list!

Accommodation

There is a very wide variety of accommodation in the London area. It is highly advisable to do your research before committing to a flat or house. Here are a few important points to remember:

- > You will need one month rent in advance as a returnable deposit plus one month rent in advance.
- > Advertisements for flats often give the price on a per week basis, although payment is usually monthly.
- > Furnished flats are common in London. They will include living room furniture, fridge, cooker, kitchenware and utensils. Kitchenware usually includes only enough items to cook basic meals.
- > On top of your rent, you will also have to factor in the cost of council tax, a TV licence and utility rates. There are strict and expensive penalties for not paying your council tax or TV licence in the UK so it's essential that you ensure you pay them.

Types of accommodation include:

- > Hostels / other budget accommodation (consisting usually of a bed within a room with additional communal living, cooking and bathroom areas).
- > Bedsits (small self-contained rooms with own cooking area and fridge but communal bathroom).
- > Studio or one bedroom flats (self-contained with own cooking area and bathroom). Whilst this option offers the maximum privacy, it can be an expensive option.
- > House / flat shares. This is the most common option for travellers living in London. You can either take a vacant room within an existing house or get a group of friends together and find a vacant house.



Accommodation cont'd

Prices for accommodation vary greatly across London. A general rule of thumb is that the further out of town you go the cheaper the rent, although the areas further out of London may not offer as much variety or as many amenities. The distance from the nearest tube or train station can also have an impact on prices.

Travelling will be a major consideration when selecting a flat so always check transport availability to where you intend to work. Also be aware of the travel cost implications of which travel zone the property is based within.

Some popular areas to find flats and also meet others from the Southern Hemisphere are listed below:

- > Acton
- > Ealing
- > Putney
- > Earls Court
- > Islington
- > Shepherds Bush
- > Fulham
- > Clapham
- > Battersea
- > Southfields

To find out where these are or www.uk2.multimap.com

A variety of magazines, newspapers and websites should provide a comprehensive guide, but the Evening Standard Newspaper, Loot, Southern Cross, Time Out and New Zealand News UK are all good sources of adverts for rental accommodation. Finding somewhere decent is a full time job in itself, and you need to develop the killer instinct to enjoy the success of a roof over your head.

Other sources of accommodation are the Capital Radio Flat Share Line +44 (0)20 7484 8000 or visit the www.capitalfm.com

In addition there is help with accommodation on these antipodean websites:

- www.thegumtree.com
- www.aussieinlondon.com
- www.loot.com



Entertainment

There is so much to do and see in London that it would be impossible to include everything here, so we've included a selection to start you off. However we suggest that you get hold of a weekly guide such as:

- > Time Out
- > TNT (free)
- > Southern Cross (free)
- > Metro Life – free on Thursdays with the Evening Standard
- > Most National newspapers have their own "What's on Guides"

Pubs

The Sun
The Sultan

The Lamb
The Grafton Arms
The Dove
The Eagle
The Coach and Horses
The Angel

Nearest tube

Clapham Common
Colliers Wood / South Wimbledon / Wimbledon
Russell Square / Holborn
Warren Street / Marylebone
Ravenscourt Park Tube
Farringdon / Angel
Farringdon / Chancery Lane
Tottenham Court Road

Bars

Dusk
Milk & Honey
Loungelover
Alphabet
Lotus Rooms at Bam Bou
Medicine Bar
Salt
The Light

Battersea Park (British Rail)
Oxford Circus
Liverpool Street
Oxford Circus
Tottenham Court Road
Old Street
Marble Arch
Liverpool Street



Entertainment cont'd

Clubs

Fabric	Farringdon
Ministry of Sound	Elephant & Castle
Cargo	Old Street
Purple	Fulham Broadway
Turnmills	Farringdon
The End	Holborn
Herbal	Shoreditch
Pacha	Victoria

Historical attractions

Buckingham Palace	Green Park
Tower of London	Tower Hill
Madame Tussaud's	Baker Street
Westminster Abbey	Westminster
Houses of Parliament	Westminster

Museums

Museum of London	Barbican
Imperial War Museum	Elephant & Castle
British Museum	Goodge Street
National Maritime Museum	Maze Hill (British Rail)
Natural History Museum	South Kensington
Science Museum	South Kensington

Galleries

National Gallery	Charing Cross
Tate Gallery	Pimlico
V&A	South Kensington
National Portrait Gallery	Charing Cross

Working outside London

Whilst it's true that most overseas candidates tend to head for, and settle in, London during their stay some do opt for the quieter life outside of the Capital.

Through our UK network of offices outside of London we can offer you access to an exciting range of financial career opportunities. We have established relationships with the major employers within the following towns and cities.

- > Windsor
- > Guildford
- > Southampton
- > St Albans
- > Milton Keynes
- > Manchester
- > Birmingham - opening May 2006
- > Edinburgh - opening May 2006
- > Leeds - opening late 2006
- > Dublin - opening late 2006

All of these cities have their own unique offerings from the stunning beaches along the South Coast through to the history and beauty of towns such as Windsor and Edinburgh.

By living in a smaller town in the UK you will experience a different pace to London but are far more likely to experience what its like to 'live' in England and become a part of a smaller, close knit community. All towns listed above are on major rail lines into the city of London except for Dublin which can be easily reached by air and sea. The furthest, Southampton, would be the longest commute at approximately one and a half hours.

Rates of pay are reflective of the smaller markets however, are still extremely competitive. This combined with the lower cost of living means that it's all proportional. For more information on rates of pay within these areas, visit www.martinwardanderson.com/salariesurvey

To give you an indication of the travel times to and from London please see below:

Train times:

London Waterloo – Windsor	average travel time 45 mins (direct)
London Waterloo – Guildford	average travel time 40 mins (direct)
London Waterloo – Southampton	average travel time of 1 hr 20 mins (direct)
London St Pancras – St Albans	average travel time 22 mins (direct)
London Euston – Milton Keynes	average travel time 40 mins (direct)
London – Manchester	average travel time 2 hours 15 mins (direct)
London – Birmingham	average travel time 1 hour 30 mins (direct)
London Edinburgh	average travel time 4 hours 30 mins (direct)
London – Leeds	average travel time 2 hours 30 mins (direct)



Working outside London cont'd

By Air:

London – Dublin

From London Gatwick – Dublin

average flight time 1 hour 15 mins

By Ferry:

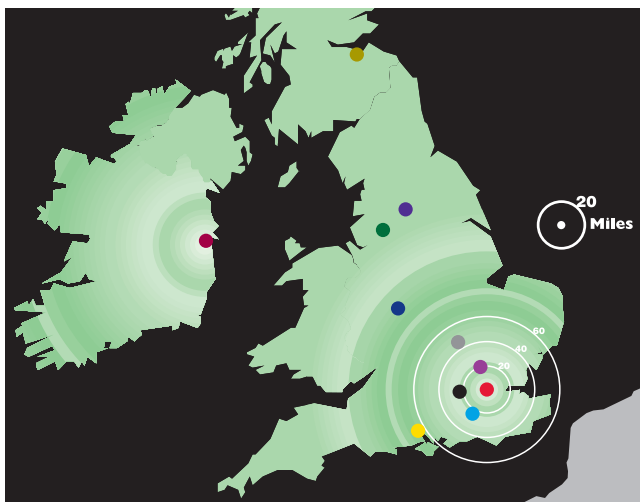
London – Dublin

Holyhead – Dublin by cruise ferry

average travel time 3 hours
15 mins (direct)Holyhead – Dublin by hovercraft
(Dublin swift)average travel time 1 hour
50 mins (direct)

To help you familiarise yourself with the exact location of the above places, we have also included a map for your reference.

If you are interested in exploring opportunities outside of London please speak to our international team who will be happy to set up an interview with a Consultant from the office / town that most interests you.



- | | | |
|--------------|--------------|-----------------|
| ● London | ● St Albans | ● Milton Keynes |
| ● Windsor | ● Guilford | ● Southampton |
| ● Manchester | ● Birmingham | ● Edinburgh |
| ● Leeds | ● Dublin | |



Working in Europe

Following several successful years of recruiting in Continental Europe, Martin Ward Anderson established its Amsterdam office in May 2001.

European legislation states that if you have an EU passport then you are entitled to work within any European Union country without the need for a visa or work permit. (EU member countries are Great Britain, France, Germany, Italy, Spain, Denmark, Luxembourg, Netherlands, Belgium, Ireland, Portugal, Greece, Austria, Sweden, Finland, Czech Republic, Poland, Slovenia, Hungary, Latvia, Malta, Cyprus, Estonia, Lithuania and Slovakia).

If you do not have an EU passport then you will need to obtain a work permit which will have to be sponsored by your employer. The likelihood of receiving such sponsorship will depend upon your experience and the availability of people with your skill set.

The Amsterdam office is skilled in recruiting accountants and finance professionals into roles throughout Europe, and if necessary, facilitating their relocation. For further information on a financial career within Europe email: amsterdam@martinwardanderson.nl or call +31 (0)20 571 1520.



Heading home?

The experience you gain whilst working in the UK means that you are likely to be even more marketable upon your return to your home country. Many candidates are able to secure much higher salaries than before due to the specialist experience and knowledge that has been gained whilst working in Europe. In order to increase your chances of finding work quickly upon your return, why not get a head start by registering with our alliance partners who can set up interviews for your arrival.

Australia and New Zealand

For Australia and New Zealand, we have established a strategic alliance with one of Australia's largest independent Finance Consultancy's – The Ambition Group who has offices in Sydney, Melbourne, Brisbane and Hong Kong and an alliance partner in New Zealand who can assist with finding you work on your return.

If you would like to register with Ambition or require more information on visa / work permits for Australia and New Zealand please contact our international team on email: overseas@martinwardanderson.com or by calling +44 (0)20 7240 2233.

ambition



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