



## Register set up and maintenance for MBI / Interim Manager & NED Candidates

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### WELCOME TO CORPORATE FINANCE CONNECTIONS.

This guide is for professional managers who would like to register with Corporate Finance Connections as MBI candidates, Interim Managers and Non Executive Directors. The register can only be viewed by our members including other professional managers. The information included is designed to give enough information to our Members to make contact. You can also send us a photo and CV which we can attach to your entry. You will be able to keep your entry up to date using your log in.

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### INTRODUCTION AND REGISTER EXAMPLE

#### *What sort of Information do I need to sign up?*

When you join the CF network, you will be asked to provide contact and summary CV information which forms the basis of your register entry.

#### *Who can see my register entry and what region will it cover?*


Your register entry can be viewed by Members who have logged onto the site. Our members are employees of advisory firms, corporate lawyers, bankers, venture capitalists and other providers of finance, other providers of corporate finance services and other professional managers.

#### *How can I add a CV and Photograph?*

These can not be added by you. Simply email your CV and photograph to [members@cfconnect.co.uk](mailto:members@cfconnect.co.uk). The photograph should be in BMP, JPEG, Giff, Tiff, Psd format. Do not try to reduce size or quality of originals as I will crop and resize for the website. Generally, the better the quality sent, the better the quality on the directory entry.

MBI/Int/NEDs

**George Washington** - MBA FCA



**MBI, Interim Manager Address** CV print this record go back

Address 1  
Address 2  
Address 3  
WA1 2US  
Tel: 0161 111 2222  
Fax: 0161 111 2221  
Email: [gwash@whouse.com](mailto:gwash@whouse.com)

**Roles**

Finance, Managing, Operations

**Regions**

North West, Wales, West Midlands

**Investment Available**

100,000 - 200,000

**Previous Employments**

'03 -05 To date interim manager role setting up new plant for .....

'98 -05 Finance Director of Big chemical Co. Plc

'96 -05 Description

**Summary**

I am an experienced Financial Director who has a track of success in the Chemical and Petro Chemical industries. I am now looking for MBI or Project Related Interim Manager Positions throughout the North West, Yorkshire and North Wales.

**Personal Background & Experience**

About you and career development and how you can help.

**Sector Specialities**

List with short comments sectors experienced in so you are selected on key word search.

**Type of Organisation & Roles Sought**

What role you are looking for, where and likely attributes

***What will my register entry look like?***

This is an example of how your register entry will appear.

***How will members of the site contact me?***

The Register entry will include your contact details including email links to your email address.

***How do I set up my register entry?***

Your entry is created by completing online input forms. You access these forms by clicking on the MBI/Int/NEDs tab and the grey register tab.

***Can I update my entry?***

**YES!** Most of the information you enter can be changed using a secure log in. This will enable you to keep your entry up to date.

***Is there information I can't update?***

Yes. You cannot update your Username. This information can only be updated by contacting the CF connect support team.

***Should I prepare the information first?***

We recommend you prepare your information first in a program such as Microsoft Word. You can copy and paste the information once completed from Word to the signup form. You can use the Word spell check and print a copy of your entry for future updating. You can also use the word count to check that the proposed wording is not too long as the length of your entry for some fields is restricted.

***Can I go back and change information after pressing the Next button?***

No. You will need to complete your entry and then use your login to make the required changes. It is important that when entering information, you do not try and change entries on previous pages by using the internet explorer back button. Your data already entered will be erased and you will have to start again, entry will have to be repeated and may even cause additional problems.

THE SIGN UP FORM

**MBI, Interim Managers and Non Executive Directors Signup Form - General Information**  
Part 1 of 6

\* indicates a required field

Desired username  \*

Password  \*

Confirm password  \*

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Full Name  \*

E-Mail Address  \*

Website http://

Preferred Region(s)

Eastern  East Midlands  London

North East  North West  Northern Ireland & Eire

Scotland  South East  South West

Wales  West Midlands  Yorkshire & the Humber

Qualification

Position(s) Sought  MBI  Interim Manager  Non Exec Director

Next Reset

**What information is required on page 1 and 2 of the signup form?**

Page 1 covers your username, password, full name, email address, website if appropriate, the region or regions in which you are interested in working, your qualifications (i.e. BA FCA MBA) and whether you are interested in MBI, Interim manager or Non Exec Director positions.

Page 2 covers your main contact details.

**MBI, Interim Managers and Non-Executive Directors Signup Form - Contact Information**  
Part 2 of 6

\* indicates a required field

Username GWashington

Telephone  \*

Facsimile

Address Line 1  \*

Address Line 2  \*

Address Line 3

Postcode  \*

Next Reset

**MBI, Interim Managers and Non-Executive Directors Member Signup Form - Job Details**  
Part 3 of 6

\* indicates a required field

Username GWashington

Investment Available  - - - Select - \*

Personal Background & Experience  \*

Sector Specialities  \*

Type of Organisation & Roles Sought  \*

Summary of the above which appears on search (not part of directory entry)  \*

Directorship that best describes your role (select 1 to 3)

Chairman  Human Resources  Non Executive  Research/Dev/Technology

Environment/Health+Safety  International Dev  Operations  Sales & Marketing

Finance  Managing  Production

Previous Employments

Year from (yyyy)	Year to (yyyy)	Description of role (100 chars)
1 <input type="text"/>	<input type="text"/>	<input type="text"/>
2 <input type="text"/>	<input type="text"/>	<input type="text"/>
3 <input type="text"/>	<input type="text"/>	<input type="text"/>
4 <input type="text"/>	<input type="text"/>	<input type="text"/>
5 <input type="text"/>	<input type="text"/>	<input type="text"/>
6 <input type="text"/>	<input type="text"/>	<input type="text"/>

You can add a CV to your directory entry. To do so please submit your CV to [members@cfconnect.co.uk](mailto:members@cfconnect.co.uk) along with your name and username. You may add your CV at any time.

Next Reset

**What information is required on page 3 of the signup form?**

Page 3 provides the core CV details.

If you are an MBI candidate, you can choose to select funds available from the following: - NA, £0-10,000, £10 – 25,000, £25 – 50,000, £50 – 100,000, £100 – 200,000, £200,000+

General summary of experience, qualifications and previous roles.

Particular areas of experience, sectors / type of role situation

What role, where, type of business and other requirements of potential appointments.

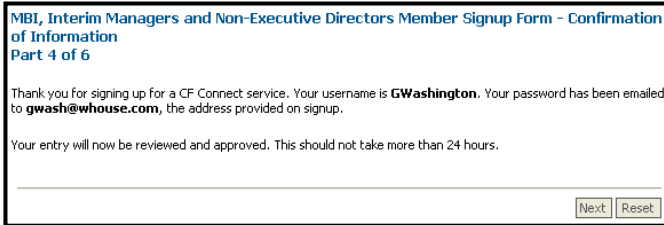
This summary statement should give a general overview of your skills, experience and what you are looking for. This statement is part of the abbreviated entry which appears when the database is searched (see below). *The above sections are limited to 500 characters including space, approximately 80words.*

Select up to 3 positions that best describes your directorship role.

You can summarise up to 6 appointments with up to 100 characters of description. This can be used to name the company, role or nature of the achievement. If an appointment is current, leave the Date to field blank. The dates can overlap to reflect multiple appointments.

If you wish to have your CV downloadable, or your photo added, you will need to send it to us

*What information is required on page 4 to 6 of the signup form?*



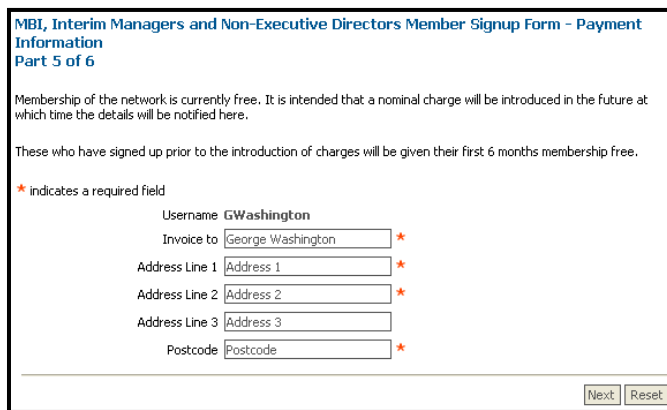
MBI, Interim Managers and Non-Executive Directors Member Signup Form - Confirmation of Information  
Part 4 of 6

Thank you for signing up for a CF Connect service. Your username is **GWashington**. Your password has been emailed to **gwash@whouse.com**, the address provided on signup.

Your entry will now be reviewed and approved. This should not take more than 24 hours.

Page 4 does not require input but confirms your sign up was successful. At this point an automatic email is sent to you confirming your Username and Password. If you do not receive this password, please contact us.

Billing details should membership become chargeable at a future date. Invoice to can be to you personally or where relevant a corporate vehicle.



MBI, Interim Managers and Non-Executive Directors Member Signup Form - Payment Information  
Part 5 of 6

Membership of the network is currently free. It is intended that a nominal charge will be introduced in the future at which time the details will be notified here.

Those who have signed up prior to the introduction of charges will be given their first 6 months membership free.

\* indicates a required field

Username:

Invoice to:  \*

Address Line 1:  \*

Address Line 2:  \*

Address Line 3:

Postcode:  \*

Page 6 simply confirms the sign up process is complete.

You will not be able to update your entry, nor will it be visible to members until approved by ourselves.

**UPDATING YOUR ENTRY**

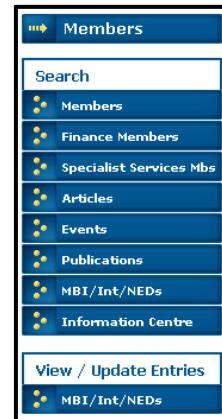
*How do I update my entry?*

- Your register entry can be revised at anytime once approved
- Log in using your username and password
- Select View / Update entries
- Select the relevant page, make changes and save.

Use the save changes to go back even if no changes have been made.

**IF YOU INCUR PROBLEMS DURING SIGNING UP**

If you encounter computer problems during completion of the form, try setting up your entry again from page 1 again. If you get a message saying the account is already set up but have not received a confirmation e-mail, email [support@cfconnect.co.uk](mailto:support@cfconnect.co.uk) detailing the problem and we will resolve it for you.



### THE APPROVAL PROCESS

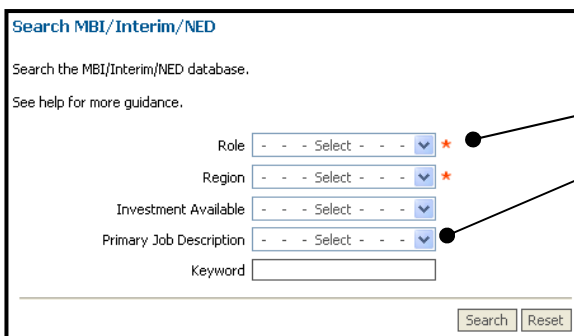
#### *Why does my entry need to be approved?*

The approval process is to ensure that entries are appropriately completed. Entries are accepted at the discretion of Corporate Finance Connections.

#### *How long will approval take?*

Approval should take no longer than 24 hours and we shall endeavour to approve entries much more quickly than this.

### HOW MEMBERS CAN SEARCH YOUR ENTRY



**Search MBI/Interim/NED**  
Search the MBI/Interim/NED database.  
See help for more guidance.

Role - - - Select - - - \*  
Region - - - Select - - - \*  
Investment Available - - - Select - - -  
Primary Job Description - - - Select - - -  
Keyword

Once your account has been approved, Members of CF connect will be able to search for your register entry.

Role: - MBI / Int Mgr / Non Exec Director

Primary Job description: - See the input forms above on page 3.

One of the most powerful search features is the keyword search. This search will look in your entry where a

Member wants a specific requirement such as a sector or location.

### TIPS FOR SIGNING UP

- You can always make an abbreviated entry to set up the account and return later to update it.
- We recommend you prepare the information required before signing up
- The entry is to attract professionals to seek your services. The wording should be focussed towards a professional audience. Pay attention to keywords in your entry which reflect your specialisation or differentiation. Review your entry regularly to ensure it is up to date
- Let us know of any problems or suggested improvements.

### ADDITIONAL GUIDANCE RE DRAFTING YOUR ENTRY

This directory is different from many you may sign up to. Your entry is not being read by SMEs but by Corporate Finance advisers, lawyers, venture capitalists, bankers, business angel networks and other providers of finance.

In general they are not looking to recruit a generalist adviser to give general strategic advice. They will have done these themselves or be supporting an established management plan. They are looking for a professional manager as an Interim Director or Non Exec. To help implement a plan and occasionally to find out what is going wrong.

The type of role looked for includes:

- To add industry / market contacts and know how to a team
- To resolve a particular operational or management issue
- To expertly evaluate a particular sector or investment
- To help monitor and support an investment
- To help a board function by adding senior executive experience.

Our Members are going to look for a number of pointers in your entry to see if they will contact you:

- Can you add to their management team?
- Do you have relevant sector knowledge?
- Have you got track record of success in a comparable sector, circumstance, business size?
- Do you have experience in working for with venture capitalists, bankers or other advisers?
- Do you have experience of transactions, mergers and acquisitions, MBOs, MBIs, Raising Finance, Ofex, Aim or Public Offerings etc?

As a result of the above:

- Be specific about experience, sector, size of company, roles
- Mention relevant Company names
- Mention transactions you have been involved in
- Mention institutions you have worked for.

The fact that you are good at what you do is taken for granted based upon your experience. General statements about achievements, reputation, effectiveness and phrases such as I'll do anything, are unlikely to attract attention. Pick something you have an edge at to lead on.

The Corporate Finance Connections Members can come up with some great opportunities and often repeat assignments but you will have to stand out.

### **MBI Opportunities**

Some members have indicated that they are interested in MBI opportunities.

Management Buy-Ins can be a great opportunity but unfortunately hard to find.

The MBI candidate is an individual looking to acquire on their own or as part of a team. They have to have the credibility to attract finance and may have to look at a large number of opportunities before they find the one right for him or her. If you are serious about being an MBI candidate, I would make the following points:

- You must be very clear about your requirements:- size of business, sector, location
- You must be able to find financial backing
- An MBO candidate would be expected to invest the equivalent of about 1 year's salary. An MBI candidate will be asked to invest more than this.

Make sure your proposed investment is credible given your target business.