

Mango Recruitment & Placement Service

Terms and Conditions

INTRODUCTION

Mango is an award-winning UK registered charity (no.1081406). Our mission is to strengthen the financial management and accountability of development and humanitarian NGOs and their partners.

One of the ways we achieve this is by offering a cost effective and efficient way for organisations working in relief and development to connect with people with strong financial management and interpersonal skills and experience.

Our Recruitment Team works within the framework of our publicly stated values. This means that in all our work we act with integrity and aim to:

- Be transparent and act with integrity
- Be professional and ensure our work is high quality
- Be approachable and actively seek out other people's views
- Work with others to help them achieve their mission
- Learn and improve by reflecting on our experience and being open to new ideas
- Be both inspirational and practical.

These values guide how we work. We hope they ensure that our activities have a lasting impact which contributes to achieving our mission.

We try continuously to improve our services. We welcome feedback that helps us adjust and develop our Recruitment Service. All comments should be made directly to the Recruitment Director, Lucy Markby (email: lmarkby@mango.org.uk).

As a charity we need to ensure that we are using our limited resources to provide the greatest benefit where it is most needed. To ensure that our services are relevant, appropriate and valued by our clients we charge a fee, based on achieving results. This helps to cover the costs of providing a recruitment service accessible to the NGO sector.

All organisations recruiting finance professionals through Mango's Recruitment and Placement Service agree to be bound by the following terms and conditions relevant to each service option.

Option 1: Recruitment & Placement Service

This is our most popular service. It offers fast, efficient access to a pre-screened source of accountants and finance professionals. All our members have been assessed for their technical competencies, positive working approach, problem solving skills and appropriate interpersonal skills. **Click here for [Terms and Conditions](#)**

Option 2: Executive Search and Recruitment Support

This service is a tailored recruitment support service where:

- a targeted confidential approach may be more appropriate for key senior appointments
- additional recruitment or selection support is required such as, advertising, screening or interviewing
- skills set required for a specific post is not available within our register members

Click here for [Terms and Conditions](#)

OPTION 1: TERMS AND CONDITIONS FOR RECRUITMENT & PLACEMENT SERVICE

1.1 Terms and Conditions

These terms and conditions apply where Mango introduces you to a Mango finance professional for a specific job or jobs, in response to your organisation's recruitment needs, and where this person is then recruited as a contracted member of staff or consultant.

Agreement to these terms is confirmed on completion of the Mango staff request form or equivalent communication confirming the request of either CVs or staff from Mango.

1.1.1 We will charge a fee for all candidates who are employed or otherwise engaged by your organisation. The fee will be payable when you/your organisation and the Mango candidate sign a contract of employment or make an equivalent agreement for professional services to be provided. Mango's fees are set out in section 3 below.

1.1.2 As an employer, your organisation will have management responsibility for the Mango finance professional for the duration of their contract or agreed period of their assignment.

1.1.3 Your organisation will be responsible for all aspects of personal safety and personal insurance of the Mango finance professional at all times throughout the assignment/contract.

1.1.4 When we have introduced your organisation to a Mango finance professional and,

- (a) no immediate assignment results, but the Mango finance professional is subsequently employed or engaged by your organisation in any capacity, or
- (b) no immediate assignment results, but their personal details are added to your organisation's own database, or
- (c) either during the assignment, or within twelve months of the initial introduction date, your organisation extends the contract of the Mango finance professional or offers a new contract or any form of employment to the Mango finance professional, or
- (d) your organisation introduces the Mango finance professional to a third party, resulting in employment or engagement of the Mango finance professional by the third party,

Then your organisation will inform Mango, and pay Mango a fee for the new assignment or contract or extension of the contract according to Mango's fee structure.

1.1.5 Mango will make every reasonable effort to ensure that the skills and competencies of Mango finance professional introduced to you, match your organisation's needs. However Mango accepts no liability for any loss to your organisation resulting from any action or lack of action on the part of the Mango finance professional..

1.1.6 Mango accepts no liability for any personal loss or harm sustained by the Mango finance professional throughout the course of the assignment.

1.1.7 Alteration of these terms and conditions will only be accepted if confirmed in writing by Mango.

1.2 Reimbursement in the event of an unforced resignation

We will reimburse some of the recruitment fee on contracts of more than 6 months duration, if the Mango finance professional resigns (without due cause resulting from actions (or lack of actions) made by your organisation), in the first 3 months of the contract.

There is a sliding scale for the amount of reimbursement that we offer. If the Mango finance professional leaves within the following periods after the start of his/her employment, a proportion of the fee will be refunded, according to the following:

up to 2 weeks a 100% refund (minus the deposit for managed recruitment support searches)
up to 4 weeks a 75% refund
up to 6 weeks a 65% refund
up to 8 weeks a 45% refund
up to 10 weeks a 25% refund
up to 12 weeks a 10% refund

If the Mango finance professional leaves after 12 weeks from the start of his/her employment, no refund will be given.

1.3 Reimbursement in the event of a forced resignation or dismissal by the employer

Mango shall not be liable for reimbursement of the fee in the event of the employer instigating the termination of the employment.

1.4 Repeat work and contract extensions

An additional fee is payable to Mango for any new assignment or contract extension for a Mango finance professional introduced by Mango that is made by your organisation within a period of one year from the date that Mango first introduced them to your organisation (see note 1 below for consultancy assignments.)

The fee will be calculated for the whole period and balance will be due for the remaining period of the extension..

Note 1: For **consultancy contracts** the 12 month repeat work arrangement **does not apply**. A new introduction fee will apply each time you appoint a specific consultant to work on a fixed term contract or consultancy basis.

OPTION 2: TERMS AND CONDITIONS FOR MANAGED RECRUITMENT SUPPORT SERVICE

Introduction

Our Executive Search service allows us to tailor our search and recruitment support to match the needs of your organisation. This might be particularly relevant for senior finance appointments.

There are 3 main reasons you might like to consider this option over and above the register service:

- activate Mango's wider network of contacts (i.e. beyond the register) to market your vacancy to key finance professionals in the private and NGO sector.
- source consultants and staff with specialist skills not currently available in Mango's pre screened pool of finance talent
- access additional administrative support in terms of screening applications from a range of advertising you might be undertaking as part of a wider recruitment campaign.

2.1 Terms and Conditions

The terms and conditions stated above apply where Mango introduces a finance professional or any other consultant for a specific job or jobs to your organisation. Agreement to these terms is confirmed on completion of the Mango staff request form or equivalent communication confirming the request of Mango's customised search and selection service.

3. Rates

3.1 Recruitment rates for charities

- Charges are calculated at a **15% of base salary, with a minimum fee of £925** (plus VAT where this applies) for short term and voluntary appointments.
- For assignments or contracts of longer than one year, the fee is calculated on the salary received in the first year alone.
- Searches for pro bono, voluntary, trustee and short term assignments will incur a minimum charge of £925.
- Consultancies of less than 10 days have a reduced minimum fee of £750, plus VAT where this applies.

3.1.1. Managed recruitment support to charities:

- Charges are calculated at a **20% of base salary, with a minimum fee of £1,200** (plus VAT where this applies) for short term and voluntary appointments.
- a **non-refundable advance** payment of **5%** of the contract base salary will be payable when agreement to undertake specific recruitment support is reached. Due to the intensive nature of this tailored recruitment support and costs that Mango incurs in undertaking the commitment to provide a customised service, this deposit paid in advance is non refundable whether or not a suitable candidate is sourced through Mango.
- The remaining 15% of the fee, (i.e. of the agreed starting salary) will be payable when your organisation and the selected candidate sign a contract of employment or make an equivalent agreement for professional services to be provided.
- If additional support and involvement is required by Mango staff (including interviewing and screening potential applicants), an additional fee to help cover the costs of additional support will be agreed, in discussion with Mango.

3.2 Rates for Other organisations

Charges are calculated at 25% percent of base salary for the contracted period or up to the first 12 months of a long term contract, with a minimum fee of £1,200 (plus VAT where this applies) for all short term or unpaid appointments.

For the Managed Recruitment Support service: for public or private sector organisations **5% of the 25% fee** is paid in advance and non refundable

Mango consultancy service

For advice and a quote on a Mango's managed consultancies, please contact Mango's Director, Tim Boyes-Watson: tboyeswatson@mango.org.uk or call ++44 1865 433 885

Managed consultancies will not incur a Mango Recruitment & Placement charge.