

WELCOME
Starting a new contract?
A Wenham Carter introduction

CONTACT INFORMATION



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Compliance

It is your responsibility to ensure that you are fully compliant with the tax rules and have appropriate work visas for the country you are operating in. We can provide advice and solutions through our network of specialist umbrella companies who will have solutions for the relevant country.

WELCOME

Welcome

The Wenham Carter Group would like to welcome you. We will need certain information from you before you can start your contract. Contracting can be a fantastic career option giving you freedom of choice as well as being financially rewarding. However the initial process including company set-up, work visas, tax compliance and finding accommodation (if on an international assignment) can be daunting. We provide ongoing advice and assistance to make this process as smooth as possible.

Information we need from you before you can start

- Your signed contract and accompanying schedule
- Copy of your passport / ID card
- Ltd Company OR umbrella company details
- Copies of your Professional Indemnity and Public Liability Insurance documentation with the required levels which will be specified in your contract schedule.
- The name and contact details of two references. They must have known you in a working capacity for at least one year.
- Copy of your work permit / permissions to work in country, if applicable.
- Copy of your Health Insurance documentation, if applicable.
- Bank Details so we can pay you (Either UK or international account number, sort code, name & address of your bank branch).
- Certification of incorporation of your company or equivalent documentation from the country of location of your company to show it is able to trade.
- Copy of VAT certificate, if applicable.
- Copy of signed Non-Disclosure Agreement if applicable

Management Company

If you are using a management / payroll / umbrella company please provide us details of the company name and contact details of the appropriate person for us to liaise with to organise the legal contracts.

Payment

We pride ourselves on prompt payment. We cannot pay you until we have authorisation of the time worked from the client. This will either be in the form as follows:

- Signed Timesheet from specified Client Manager
- Email form Client Manager
- Appropriate internal time logging system.

Please ensure that number of hours or days worked is specified and is signed off by the specified client manager clearly. You need to upload your timesheet and invoice in the Contractor Zone area of our website or send them to timesheets@wenhamcarter.com

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A Wenham Carter Guide