



Specialisterne Recruitment Guide

PwC Pilot – Tampa, Florida

April 30 – May 18, 2018

Executive Summary

PwC’s accounting practice originated in London well over a century ago. As times changed and PwC expanded worldwide, our commitment to clients—like you—never wavered. With us, you’re always supported by a global network of more than 236,000 people in 158 countries with one goal: to help your business thrive.

PwC’s professional services include audit and assurance, tax and consulting that cover such areas as cybersecurity and privacy, human resources, deals and forensics. We help resolve complex issues and identify opportunities across these industries.

Let’s combine your aspirations with our world-class capabilities to achieve your goals.

<u>Aerospace and defense</u>	<u>Entertainment and media</u>	<u>Metals</u>
<u>Asset and wealth management</u>	<u>Financial services</u>	<u>Pharmaceuticals and life science</u>
<u>Automotive</u>	<u>Forest, paper and packaging</u>	<u>Power and utilities</u>
<u>Banking and capital markets</u>	<u>Health industries</u>	<u>Private company services</u>
<u>Chemicals</u>	<u>Health services</u>	<u>Private equity</u>
<u>Communications</u>	<u>Hospitality and leisure</u>	<u>Public sector</u>
<u>Consumer Markets</u>	<u>Industrial manufacturing</u>	<u>Real estate</u>
<u>Energy and mining</u>	<u>Industrial products</u>	<u>Technology</u>
<u>Engineering and construction</u>	<u>Insurance</u>	<u>Transportation and logistics</u>
	<u>Law firm services</u>	

Highlights

- Prestigious, industry leading employer
- Globally recognized experts in autism employment
- Targeted employment opportunities for autistic individuals
- Non-traditional recruitment process
- Up to 5 roles
- Two 5-hour Informational Workshop
- 3-week Assessment program at the company site
- Leadership awareness provided to improve inclusion approaches
- Job offers for qualified candidates

Objective

Expand the labor pool to include talented autistic individuals. Screen, assess, and evaluate individuals based on specific job descriptions in an integrated, corporate setting.

Mission Statement

To educate stakeholders in talent and career development for autistic people through innovation, collaboration and knowledge sharing.

Timing

Specialisterne is currently sourcing individuals to participate in the Specialisterne Informational Workshop scheduled for March 20, 2018, 10:00 – 2:30pm.

Those individuals with the interest, aptitude, and skills for a high probability of success will be invited to participate in the 3-week program. This 3-week program is expected to start April 30, 2018. It will be a 3-weeks, full time (5 days a week with 6 - 8 hour days). Job offers will be extended to the most qualified candidates for full-time employment shortly after the 3-week program is completed.

IMPORTANT DATES

Information workshop – March 20, 2018, 10:00 – 2:30.

Assessment Program schedule:

- Week 1 – April 30 – May 5
- Week 2 – May 7 – May 11
- Week 3 – May 14 – May 18

*****Participation in the program DOES NOT guarantee employment.**

Organization

Specialisterne (which translates from Danish as “The Specialists”) is an innovative social business originally founded in Denmark in 2004. Specialisterne is internationally recognized as the first and foremost example of how high functioning autistic individuals can become effectively included in society, and provide valuable, high quality services to their employers.

Specialisterne USA works to ensure every neurodiverse person who wants a job, gets a job.

The Learning Academy Employment Services at the University of South Florida offers employment services, supported employment, self-employment, employment, on-the-job training, pre-placement training and Discovery/customized employment services. This has been successfully accomplished by providing meaningful, creative and individualized job development and job coaching services to find the career that best matches a person’s gifts and interests and supports him/her to secure long term and gainful employment. As our goal is to assist job seekers with autism to be successful in

meeting all expectations, we are available for training and technical assistance consultation.

PwC's professional services include **audit and assurance**, tax and consulting that cover such areas as cybersecurity and privacy, human resources, deals and forensics. We help resolve complex issues and identify opportunities across these industries.

Skills Evaluation, Assessment, and Selection Process

Applicants for this pilot program will be evaluated, assessed and selected according to the standard Specialisterne methodology. The Informational Workshop will be conducted so applicants can be introduced to Specialisterne's Assessment process as well as PwC and the positions that are available.

Those demonstrating appropriate interest and aptitude at the Workshop will be invited to participate in a 3-week skills evaluation and assessment program in Tampa, Florida. The available slots are limited.

A committee of Specialisterne and PwC employees will make the selection of the candidates for the 3-week program. Those not selected for this program may elect to continue working with Specialisterne and the community partner in identifying alternative programs and employment opportunities.

During this phase of the program, individuals will be introduced to concepts such as SCRUM Agile Methodology, Microsoft Excel functions such as pivot tables, macros and vlookups, business acumen and presentation skills.

****Participation in the skills evaluation and assessment program DOES NOT guarantee employment.**

Employment Outcomes

All positions included in this program are FULL TIME positions.

Location

The assessment program, as well as the potential future job duties will take place in Tampa, Florida.

Application Process

The application process for the Specialisterne Informational Workshop and for the Skills Evaluation and Assessment Program is managed by Specialisterne USA.

Space is limited, inquiries and resumes should be sent directly to:

contact.usa@specialisterne.com

Candidates are also asked to share their information by completing the survey with Specialisterne at: <https://www.surveymonkey.com/r/SPUSA733>

Job Description - Tax Process Specialist Role

Position/Program Requirements

Minimum Year(s) of Experience: 0

Degree Preferred: Bachelor's degree in Accounting, Finance or Business related; or the anticipated and successful completion of a Bachelor's degree in Accounting, Finance or Business related field within 12 months of hire.

Knowledge Preferred:

Demonstrates some knowledge of, and/or proven record of success in, roles involving tax return processes and e-filing tax returns, including in the following areas:

- Setting up the internal technology tools used to manage tax return processes;
- Preparing and filing tax extensions;
- Preparing data on relevant tax forms, reviewing and transmitting;
- Receiving and organizing client data;
- Collecting, verifying, identifying outstanding information, and filing and notifying engagement team when complete;
- Receiving, sorting, processing and inputting external K1 tax return forms;
- E-filing tax returns, including clearing diagnostics, submission of returns, clearing rejections, filing confirmations, engagement team notification;
- Understanding the process workflows related to work requests from initiation through completion;
- Demonstrating teamwork dynamics by working as a team member;
- Understanding individual and team roles; contributing to a positive working environment by building solid relationships with team members; and proactively seek guidance, clarification and feedback.

Skills Preferred:

Demonstrates some abilities, and/or proven record of success, with e-filing tax returns and related processes, leveraging various technologies to do so (i.e., Microsoft Office suite, tax software programs, etc.), including in the following areas:

- Following guidelines and learnings to maximize processes and delivery of high quality results;
- Working independently, prioritizing work, and multi-tasking within in fast-paced environment;
- Performing continuous training to proactively learn new processes, and a general interest in business and working with numbers;
- Understanding and meeting deadlines, including following up with stakeholders, as necessary; and,
- Supporting engagement teams across a US-based professional consulting services firm.