

Vaultex Candidate Information Pack



Vaultex is the UK's leading cash processing company. As a joint venture between Barclays Bank and HSBC, we process in excess of £100 billion bank notes and coins per year on behalf of our stakeholders and customers. Learn more [about us](#) on our company website and meet our [Executive Committee](#).

Cash and Coin Sites

Birmingham Note & Coin • Bristol Note
Dagenham Coin • Glasgow Coin
Kilmarnock Note • King's Cross Note
Tonbridge Note • Washington Note
Woolston Note & Coin



Support Functions

Operational Support
Client & Customer Services
Operational Finance • Treasury
Safety & Security • HR • Commercial
Technology & Change • Finance • Risk

Why apply for a role with us?

As an award-winning employer that champions ongoing professional development and a healthy work-life balance, we believe in giving our people a career - not just a job. Vaultex contains many knowledgeable, passionate and committed industry experts; some of which have spent their whole career with us because of the opportunities to progress.

Vaultex continually strives to develop and invest in our most valuable asset: our people. As well as being part of a dynamic and dedicated team of people, Vaultex will enable you to:

- Be part of a highly motivated and engaged workforce
- Work in an environment that promotes inclusivity and diversity
- Be part of a progressive culture that allows its people to flourish
- Be rewarded for contributing ideas and continuous improvements

Benefits

- Living Wage employer with Investors in People Platinum status
- Competitive salary plus benefits, with a performance related bonus
- Generous company pension
- Competitive holidays with an option to buy additional
- A generous Group Life Assurance package
- Access to VaulteXtra - offering discounts on various retailers, cycle to work scheme, childcare vouchers, GymFlex membership, cash back on purchases and eye tests
- Comprehensive Employee Assistance Program

Partners and Awards

INVESTORS IN PEOPLE™
We invest in people Platinum



MIGRANT LEADERS
connections • capabilities • courage



for companies that have a heart

SOCIAL MOBILITY FOUNDATION™



The Prince's Responsible Business Network
Race at Work Charter signatory



INVESTORS IN PEOPLE™
We invest in people Platinum



Simply by existing, every company has an impact on its local people, communities and the environment. Corporate Social Responsibility ensures Vaultex's impact is both minimal and beneficial through our five E's. Read our ESG report [here](#)



Employability - We run workshops around the country on interview skills, CV writing, career specialisms and what it's like to work at Vaultex.

Environment - in 2021, 81% of our overall waste and 100% of our IT and telephone waste was diverted from landfill. We've had a 9% energy reduction since 2016/17.

Engagement - Since 2017 Vaultex have matched over £64,000 raised by employees for charity. In 2017 we launched paid volunteering days for all our people.

Ethics - We offer many physical wellbeing initiatives including periodic on-site health clinics, sponsored bike rides, a cycle to work scheme, gym discounts and more.

Enterprise - We are Investors in People accredited and a proud Living Wage Foundation employer. We are also IIP Health and Wellbeing accredited.

Wellbeing, both mental and physical, is hugely important at Vaultex. We've developed a wide range of support, resources and initiatives for our employees, including:

- Mental wellbeing support – we have trained mental health first aiders at every Vaultex location and all of our people managers are MMH trained. Through our EAP we offer Openline counselling and access to Thrive, an NHS approved mental wellbeing app. We provide resources aiding in self help and supporting others; from our Mental Wellbeing Toolkit and Anxiety Workbook, to a Mindfulness Journal and colouring books.
- Domestic Abuse Protection Package – including a domestic abuse toolkit, financial assistance, emergency accommodation, special leave and home alarm fittings.
- Fitness initiatives ranging from inter-site sport tournaments to company-wide challenges like Vaultrek, which saw us collectively walk 25 million steps for charity.



Expanding upon Vaultex's internal environmental efforts, we have committed to the Natwest Group's Cash Industry Environmental Charter. Through meetings led by UK finance, the Charter facilitates collaboration and innovation at an industry level; working together to reduce the industry's operational footprint.



Our Diversity strategy is centred on a 4S approach: Stand; Speak; Share and Shape.

Equality is at the core of our business. As the UK’s leading cash processing company, we’re ideally positioned to provide a powerful platform for social change. Creating a culture of equality isn’t just the right thing to do, it’s the smart thing. Diverse companies are more innovative and better positioned to succeed, which is why we post our roles on a wide variety of jobsites to broaden our reach.

We strive to create a workplace that reflects the communities we serve, where everyone feels empowered to bring their full and authentic selves to work.

When applying, you will be asked to complete a voluntary Diversity Questionnaire to allow Vaultex to gain even more knowledge and understanding on the topic. This information will remain confidential within Vaultex’s recruitment team, and is not shared with our hiring managers. Similarly, if you choose not to complete the questionnaire, your application will not be affected in any way.

We believe giving our people a voice is the only way to be a truly inclusive organisation.

An example of how we achieve this is our themed open forum discussions; which all of our employees are eligible to attend. The discussions are a great way for our people to educate us, and each other, about topics that are important to them. It’s also a chance to build internal relationships and share ideas that help shape Vaultex’s future.



SPEAK UP!

Back in 2017 we launched our Speak Up campaign, asking employees to come forward and share their experiences of mental health; all with the aim of breaking stigma, educating others and supporting those who may be struggling in similar situations.

Now Speak Up has evolved to encompass any topic that can impact wellbeing. We’re really proud to have seen our people open up about their experiences of mental health, racism, disability and domestic abuse.



Support for applicants

Vaultex are an equal opportunities employer and welcome applicants from all members of the community. If you require any reasonable adjustments throughout the recruitment process, please let us know.

Our vetting process

Due to the secure nature of our business, all successful candidates will need to provide a five year traceable work history (satisfactory employment references or evidence to explain employment gaps); complete a criminal record; credit background and adverse media check (please note this does not include social media).

Click the links below for more information:

