

# Accountancy Mentor (AAT Level 3 & 4)

## Job Description

Are you currently working within an Accountancy or Finance role but feel like you're ready for a new challenge? Do you want a career where your skills and experience can truly make an impact? If you're looking for a role that goes beyond numbers and allows you to change lives, this could be the perfect opportunity for you! As an Accountancy Mentor, you'll be making all the difference to our learners.

EMA Training is looking for a dedicated and knowledgeable individual to join the team as an **Accountancy Apprenticeship Mentor**. No prior mentoring experience is required—what's most important is your passion for the field of finance and your desire to make a difference. We believe that the skills you've developed in your accounting career are highly transferable to this role.

## Main Responsibilities

As an Accountancy Mentor, your role is exciting and diverse, you will play a vital role in supporting our learners, using your industry knowledge and experience to help them succeed. Your responsibilities will include:

- **Mentoring:** Provide guidance and motivation to learners throughout their apprenticeships, drawing on your finance and accounting experience to make learning engaging and relevant. Guiding learners to the successful completion of their apprenticeship qualification.
- **Relationship Building:** Establish and maintain professional relationships with apprentices and employers, ensuring they are actively involved in their apprentices' learning journeys.
- **Time Management:** Managing your diary efficiently and being organised with your time. Conduct regular and timely progression reviews with learners, setting SMART targets and providing additional learner support as required.
- **Documentation and Compliance:** Ensure all learner documentation meets quality standards, funding and completion compliance requirements.
- **Learning Support:** Bring accounting qualifications to life with your expertise, making complex concepts accessible and interesting for learners of all backgrounds.
- **Progress Monitoring:** Use our e-portfolio system to track learner progress, provide constructive feedback, and conduct regular progression reviews and feedback reports.
- **Pastoral Support:** Offer advice and support on personal matters such as mental health, fostering a supportive and inclusive learning environment.
- **Continuous Professional Development:** Stay updated with the latest developments in accounting to ensure effective and relevant mentoring.
- **Data Management:** Collaborate with colleagues to manage learner targets and support overall learner success.
- **Promoting Key Values:** Promote and embed Equality and Diversity, Safeguarding, British Values, Prevent, and Health and Safety into all learning sessions to ensure a comprehensive and safe learning experience for all.
- **Issue Management:** Communicate any issues or concerns about learners to your line manager and designated Safeguarding Officer as appropriate.

## Requirements of Knowledge, Experience, Technical Skills and Behaviours

### Essential:

- **Qualifications:** AAT Levels 3 and 4 in Accounting, A full drivers' licence and access to own vehicle
- **Experience:** Experience of working in an accounting environment, industry or practice
- **Communication Skills:** Ability to communicate effectively with people of all ages and learning levels, with clear verbal and written communication skills.
- **Empathy and Motivation:** A genuine desire to help others succeed, with a natural empathy for people and the ability to inspire and motivate learners.

- **Organisational Skills:** Strong organisational abilities, with the capacity to manage your own diary and plan your time effectively.
- **Technical Skills:** Strong IT skills, particularly with Microsoft Office, and the ability to create and implement engaging learning resources.
- **Collaboration and Initiative:** Ability to work well both independently and as part of a team, with the confidence to collaborate with others and contribute towards targets.
- **Professionalism:** A results-driven attitude, with the willingness to go the extra mile for learners, and the ability to work under pressure and manage time effectively.

**Desirable:**

- Mentor or Training experience
- Prior experience of working within apprenticeship/education sector
- Training, Teaching or assessing qualification

**More Information:**

We know that you can nurture talent, but without it, qualifications won't matter. That's why we are very open to applications from Industry qualified AAT Professionals who want to move into the Further Education sector.

The right candidate will be considered for their talent, skillset and cultural fit with EMA and any necessary teaching and coaching qualifications will be added to their CPD.

**Why Choose EMA?**

At EMA, we understand that a career change can be daunting, but we provide all the support and training you need to succeed in this rewarding and impactful role. You'll be joining a family-oriented team that values collaboration, innovation, and respect.

With us, you'll enjoy:

- A friendly and supportive work environment
- Clear career progression routes and professional development opportunities
- A generous holiday package, including 20 days of holiday + Bank Holidays + Christmas shutdown, increasing with each year of service
- Regular social activities and events to foster team spirit
- A comprehensive private health insurance package

If you're ready to take the next step in your career and use your skills to inspire and support the next generation of accountants, we would love to hear from you!

**Job Type:** Full-time, Permanent

**Salary:** £25,000.00-£35,000.00 per year