

Respectfully – No agency requests

Accountancy Trainer (Levels 3 & 4 and Level 7)

Job Description

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

EMA Training is looking for a dedicated and knowledgeable individual to join our team as an Accountancy Trainer (Levels 3 & 4 AAT and Level 7 ACCA/CIMA).

No prior teaching experience is required. What matters most is your passion for the field of finance and your drive to help others succeed. We believe the skills you've developed in your accounting career are highly transferable to this role.

Main Responsibilities

As an Accountancy Trainer, your role is exciting and diverse. You'll make a real difference by delivering engaging, high-quality training and supporting learners to achieve their qualifications. Your responsibilities will include:

- **Training Delivery:** Deliver engaging training for the AAT Levels 3 & 4 and ACCA/CIMA Level 7 Apprenticeship Standards or commercial qualifications, in the classroom and/or online.
- **Professional Development:** Maintain current professional knowledge within the accountancy field and undertake continuous CPD activities as required to ensure your training remains relevant and effective.
- **Assessment and Support:** Assess and support learners towards the successful completion of their qualification, ensuring they are fully prepared for their final Assessment.
- **Time Management:** Manage your diary efficiently to ensure timely classroom sessions and effective planning of your delivery schedule.
- **Learner Motivation:** Support, advise and motivate learners throughout their studies, helping them overcome challenges and achieve their full potential.
- **Adaptive Delivery:** Overcome barriers to learning by adapting your delivery style and learning materials to meet individual learner needs.
- **Progress Monitoring:** Use our e-portfolio system to record learner progress, track attendance, and produce clear feedback reports to monitor achievement.
- **Compliance and Quality:** Promote and embed Equality and Diversity, Safeguarding, British Values, Prevent, and Health & Safety in all learning sessions to maintain a safe and inclusive learning environment.
- **Issue Management:** Communicate any issues or concerns about learners to your line manager and Designated Safeguarding Lead/Officers as appropriate.

Requirements of Knowledge, Experience, Technical Skills and Behaviours

Essential:

- **Qualifications:** ACA, ACCA or CIMA or equivalent qualified, with relevant industry experience.
- **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. Quality driven and committed to learner success.

Desirable:

- Teaching/training experience
- Prior experience of working within apprenticeship/education sector
- Relevant Training, Teaching or assessing qualification
- Experience using Microsoft Office and OneFile
- Experience within curriculum design is an advantage

Why Choose EMA?

At EMA, we understand that a career change can be daunting, especially if you're new to the education or training sector. That's why we provide full support and training to help you succeed in this rewarding role.

We consider applicants based on their talent, skillset, and cultural fit – and will support you in gaining any necessary teaching or coaching qualifications as part of your CPD.

With us, you'll enjoy:

- A friendly and supportive work environment
- Clear career progression routes and professional development opportunities
- A generous holiday package: 28 days, including bank holiday, increasing with each year of service (up to 33 days) + Guaranteed Christmas shutdown
- 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. Monday – Friday.

Salary: £30,000.00 - £37,500.00 per year (depending on experience)

Location: Derby: Teaching onsite 4 days a week with Fridays having availability to work from home.

The only exception being the last Friday of every month, where we come together as a team for a business update and departmental meetings.