

Learning and Development Mentor - Accountancy

Who are EMA?

EMA are an East Midlands Apprenticeship Training Provider, offering life-changing career opportunities to people through quality apprenticeships.

With state-of-the-art Learning Hubs in Derby and Nottingham City Centre, a friendly and talented team and supportive induction mentors, they are in an exciting period of growth and are keen to invest in a talented Accountancy Mentor.

EMA's founder and CEO, Tracey Mosely, has taken the business from strength to strength. With her leadership, EMA is now becoming an integral part of the East Midlands community and Tracey is keen to find talented people to join this EMA-zing team of people to achieve great things!

EMA recognise that our team members are our most important asset, and our family-oriented culture means that our staff feel appreciated, valued, and can develop their talent and skillset with us, with clear career progression routes alongside achievable targets and reviews to support them in their goals.

At the very heart of our business are our values, and we strive to live by these in everything we do.

Collaborate, Innovate, Integrity, Service, Impact, Respect.

EMA Training LTD – Derby, DE1 2PW

Job description

Job Purpose

Are you currently working within an Accountancy or Finance role and feeling a lack of job satisfaction? Do you come home feeling like you've not really made a difference? Maybe it's time for a change, into a role you can really make your own.

How would you like to take on a role that allows you to change people's lives for the better? A role that is so much more than a numbers game!

As an Accountancy Mentor, you'll be making all the difference to our learners.

EMA are looking for a positively minded, thorough individual with a passion and talent for Finance. You'll be a natural mentor and relationship builder, always looking at ways to enhance people professionally using your own knowledge of the sector.

You'll be encouraging, motivating and supportive to our learners' needs, guiding them through their AAT Apprenticeship, with engaging content and a knack for imparting knowledge in a translatable way to give them the very best start in their Accountancy careers.

We want you to bring your unique set of skills and experience to a special place where you can reach your true potential.

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This includes mentor support in the workplace, bringing to life the qualification, along with the apprenticeship standard guidelines.

A large proportion of students are within the 16-24 age group. Students will be from all ages and backgrounds, so you will be continuously striving to build, maintain and improve relationships with the students and their employers, in order to achieve the best results for all.

Main Responsibilities

As an Accountancy Learning and Development Mentor, your role is exciting and diverse involving:

- Establishing and maintaining professional working relationship with employers, ensuring that they are informed and part of the learning journey.
- Mentoring and supporting learners towards the successful completion of their qualification.
- Managing your diary efficiently and being organised with your time.
- Mentoring learners by offering support, advice and motivating them in the qualification.
- Maintaining current professional knowledge within the Accountancy field and undertaking CPD activities as required and as needed to ensure you are always up to date with the industry.
- Continually supporting, advising and motivating learners to succeed.
- Working to ensure learner outcomes are achieved in a timely manner.
- Construction and maintenance of all learner documentation to reflect learner's characteristics and meet quality standards and funding compliance.
- Overcoming barriers to learning and adapt delivery to meet learner's needs.
- Providing attendance and feedback reports.
- Using our e-portfolio system to record learner's progress.
- Ensuring all learners are given constructive feedback on growing their knowledge, skills and behaviours.
- Providing coaching and mentoring support and advice throughout the learning journey and beyond.
- Providing pastoral support and advice to learners and employers i.e. mental health etc.
- Conduct regular and timely progression reviews with learners, setting SMART targets and providing additional learner support as required.
- Manage data relating to individual learner targets including working with other colleagues to ensure the success of the learner.
- Promote and embed Equality and Diversity, Safeguarding, British Values, Prevent and Health and Safety to all learning sessions.
- 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:-

- Minimum of AAT Level 3 Diploma in Accounting or equivalent.
- Experience of working in an accounting environment, industry or practice.

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- Understanding of current accounting procedures and regulations, manual and computerised processes to enable effective and successful delivery of accounting skills and behaviours relevant to the course.
- The ability to communicate well with people at all ages and learning levels.
- Clear verbal and written communication skills.
- You will have a natural empathy with people and a genuine desire to help people achieve.
- Experience of liaising with employers and external agencies or stakeholders.
- Organisational skills are a must, as well as the ability to plan your time and organise your own diary effectively.
- Confident and professional with the ability to inspire and motivate people.
- Results driven and prepared to go the extra mile for your learners to succeed.
- Must be an excellent communicator who is learner and quality focused.
- The ability to collaborate with others and contribute towards targets.
- Enjoys working in a team, but also works well on their own.
- Strong IT capability with good knowledge of MS Office apps.
- Ability to create and implement high quality, engaging learning resources.
- Organisational skills are a must, as well as the ability to plan your time effectively.
- Quality driven and prepared to go the extra mile for your learners.
- The ability to collaborate with others and contribute towards targets.
- Ability to work under pressure, manage your time effectively and work on your own initiative
- Excellent analytical, decision making and problem-solving skills.

Desirable:-

- Mentor or Training experience.
- A full drivers' licence and access to own vehicle.
- Prior experience of working within apprenticeships / education or with unemployed individuals.
- Training, Teaching or assessing qualification.

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 work for EMA?

Although every company talks about having a great culture, EMA really do capture the essence of a family -oriented working culture! We encourage our team to work collaboratively, involving the team in wider business so everyone understands 'the bigger picture' with weekly and monthly catch ups, as well as celebrating successes with our Employee of the Month reward.

There's also the added bonus of 20 days holiday + Bank holidays + Christmas Shutdown.

Our senior management team operate an open-door policy, which encourages better communication and mutual respect between colleagues.

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We know our team work super hard, and we like to reward and recognise staff efforts.

Quarterly social activities, paid Christmas Parties, tonnes of ad-hoc socials and plenty of fabulous freebies through our Rewards App are just some of the perks you can expect at EMA.

In return, all we ask is that you work your hardest, commit yourself to your learners and are ready to hit the ground running, in a truly rewarding role as our new Accountancy Mentor.

Job Types: Full-time, Permanent

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

COVID-19 considerations:

Full Covid-19 risk assessment in place
