



Role profile

Job title	Training and CPD Manager	
Role family	Management responsibility:	
LPD	Does this role have management responsibility for others? No	Manager / Specialist
Overall purpose of role		
To provide a first class standard of quality assurance to LPD's functions in respect of: Authorised Training Employers (ATEs) Continuing Professional Development (CPD) compliance Audit Qualification (AQ) reviews and monitoring		
Main responsibilities of role		
<ul style="list-style-type: none">To assess and, where appropriate, approve organisations as ICAEW Authorised Training Employers (ATEs) in conformity with the Training Standards, Training Authorisation Procedures and allied regulations, procedures and processes.To periodically review ATEs to ensure that all required standards are being adhered to and that ATE status may continue.To monitor, sample and review individual members' CPD compliance in conformity with the CPD Regulations and policy.To contribute to the operation and development of ATE and CPD regulatory work, e.g. compliance with FRC, ICAEW Regulations etc.To review and assess applications for the AQTo contribute to the development of the ACA in respect of the work place elements.Specific duties will vary from time to time in line with the business needs.		

ICAEW values – all staff are expected to work to these values

The 3 i's – Initiative Insight and Integrity

The 3 i's are the values that drive our attitude and approach to working at ICAEW, along with our ways of working being agile, collaborative and innovative.

Initiative

- Actively collaborating to identify needs and look for innovative solutions.
- Bring together different groups and communities to work together.
- Empowering people to be agile, so they can take ownership and harness the collective efforts of ICAEW in a flexible and responsive way.

Insight

- Actively gathering insights to develop innovative and considered thought.

- Collaborating with our networks to voice different perspectives and insights internally and externally to stimulate discussion and debate.
- Being agile in finding new and timely ways to provide understanding and insight to our members, organisations and government

Integrity

- Acting with transparency, consistency and openness as Integrity underpins all activity we undertake.
- Standing by your principles to adhere to the highest professional standards even when facing adversity.
- Doing the right thing, even when no one is looking.

Candidate profile

- A wide and up to date knowledge of the accountancy profession and its current challenges, especially in respect of the oversight of the profession.
- ACA/FCA qualification
- A thorough understanding of the LPD Regulations.
- In depth knowledge of the different categories of ATEs and the impact that has on TWE.
- Highly developed interpersonal skills, including excellent organisational and time management skills.
- Technical and business awareness.