



# GETTING STARTED WITH ICAEW TRAINING VACANCIES

EMPLOYER 'HOW-TO' GUIDE



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## Your free to use trainee recruitment platform

An exclusive benefit to ICAEW Authorised Training Employers, [Training Vacancies](#) allows you to promote your job vacancies to a pool of potential trainees and recruit high-quality candidates at zero cost.

## LOOKING TO TRAIN ACA STUDENTS?

If you are not already an Authorised Training Employer and would like to train ACA students, and benefit from free access to ICAEW Training Vacancies, you can find out more about becoming authorised to train by registering your interest below.



# GETTING STARTED WITH ICAEW TRAINING VACANCIES

## CREATING YOUR EMPLOYER ACCOUNT

Creating an account on ICAEW Training Vacancies is a straightforward process. Follow our steps below to get started:

# 1

**Click [here](#) to open the employer registration page.**

This site is home to ICAEW Jobs, ICAEW Training Vacancies and ICAEW Volunteers. Your account will enable you access to all three portals, and your login details remain the same for all.

# 2

Please fill out the details requested on the registration form. Once complete, you'll have access to post ACA trainee roles free of charge.

# 3

If your organisation has an existing account that you'd like to access, this can be done by your account administrator or by contacting us at [tvsupport@icaew.com](mailto:tvsupport@icaew.com).






## MANAGING YOUR EMPLOYER ACCOUNT

Once you have created your account you can manage it from the company management page. To find this click the cog next to your company name.

## CUSTOMISING YOUR PROFILE

Customise your profile by adding a company description and logo. You can do this by clicking the 'Company profile' drop down tab on your company management page.

 **TIP** Company logos should be sized to 360x180px.


## ADDING TEAM MEMBERS TO YOUR COMPANY ACCOUNT

If multiple people will be using ICAEW Training Vacancies to promote trainee roles, you will need to add additional members to your company account. To add a new user, click the 'Company users' drop down on your company management page, and select 'add new user'.


## POSTING TRAINEE ROLES

As you now have a central account for ICAEW Jobs, ICAEW Training Vacancies and ICAEW Volunteers it is important that you post your vacancies to the correct site.

When logged into the site, simply select the 'Post a trainee job' option to start your trainee post. From here you will be prompted to complete the required fields of the job post form. Please complete as many relevant fields as possible.

 **TIP** Be sure to include the correct filters when creating your trainee job post, these are important to help candidates find the right roles!

Once all the relevant fields are complete, simply publish your role by clicking the red 'Publish' button - success!

 **TIP** For future postings, you will have the option to use a previous role as a template to save time.



# GETTING MORE FROM ICAEW TRAINING VACANCIES

## CV SEARCH

CV search is a useful tool that allows you to search and find engaged potential trainees from our Training Vacancies database.

To request access to CV search, please contact [tvsupport@icaew.com](mailto:tvsupport@icaew.com).

## USING CV SEARCH TO FIND YOUR NEXT TRAINEE

Once logged into your employer account you can navigate to the CV search function by clicking on the 'CV search' option on the top right-hand menu.

From here, selecting the 'Advanced search' option and selecting the relevant search requirements will return matching CVs.

**TIP**

**Search requirements can include filters such as level of experience, availability, salary expectations and more.**

Once you have found a CV you are interested in, simply select the download option to access the CV details.

## FEATURED EMPLOYER

Supercharge your recruitment by appearing in our quarterly, student facing newsletter as a featured employer.

For your chance to be featured, ensure your company profile is up to date and includes:

- ✓ Full and clear company name
- ✓ Company description
- ✓ Company logo
- ✓ Link to your website
- ✓ Preferred location
- ✓ Contact information

## JOB OF THE WEEK

Push your role further and feature in our 'job of the week' social media series. Eligible roles will be posted to students, via ICAEW social media platforms every Monday for a calendar month, offering great exposure to support your search.

If you'd like your role to be featured, please ensure your company profile and job advert is complete, including:

- ✓ Salary information
- ✓ A clear and engaging job description
- ✓ Company benefits
- ✓ Application closing date
- ✓ Candidate expectations
- ✓ Role expectations

Once you've ensured that your company profile and job advert is complete, please email [tvsupport@icaew.com](mailto:tvsupport@icaew.com) to request to be featured for either job of the week or as a featured employer. Please note, spaces are limited, and we cannot guarantee availability to be featured.

Chartered accountants are talented, ethical and committed professionals. ICAEW represents more than 208,000 members and students around the world. 99 of the top 100 global brands employ ICAEW Chartered Accountants.\*

Founded in 1880, ICAEW has a long history of serving the public interest and we continue to work with governments, regulators and business leaders globally. And, as a world-leading improvement regulator, we supervise and monitor around 11,500 firms, holding them, and all ICAEW members and students, to the highest standards of professional competency and conduct.

We promote inclusivity, diversity and fairness and we give talented professionals the skills and values they need to build resilient businesses, economies and societies, while ensuring our planet's resources are managed sustainably.

ICAEW is the first major professional body to be carbon neutral, demonstrating our commitment to tackle climate change and supporting UN Sustainable Development Goal 13.

ICAEW is a founding member of Chartered Accountants Worldwide (CAW), a global family that connects over 1.8m chartered accountants and students in more than 190 countries. Together, we support, develop and promote the role of chartered accountants as trusted business leaders, difference makers and advisers.

We believe that chartered accountancy can be a force for positive change. By sharing our insight, expertise and understanding we can help to create sustainable economies and a better future for all.

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\* includes parent companies. Source: ICAEW member data  
February 2024, Interbrand, Best Global Brands 2023