



ICAEW Training Vacancies

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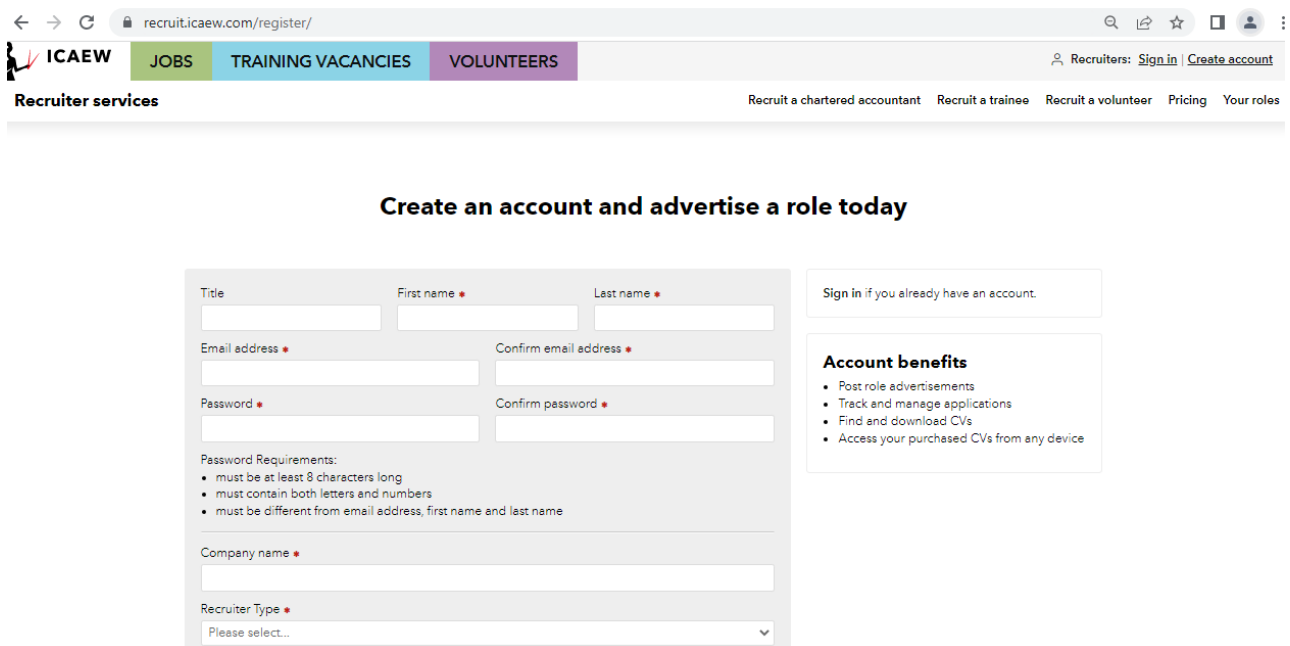
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HOW TO CREATE AN ACCOUNT

1. To start go to <https://recruit.icaew.com/>.

ICAEW Jobs, ICAEW Training Vacancies and ICAEW Volunteers now all sit under the same website. Your log in for all three sites will be the same.

2. Please click 'Create account' in the top righthand corner and fill out the details on the registration page.
3. If you already have a company account and need to be added either speak to the admin of your account or contact tvsupport@icaew.com.



The screenshot shows the registration page for ICAEW. The browser address bar displays recruit.icaew.com/register/. The navigation bar includes the ICAEW logo and three tabs: 'JOBS' (green), 'TRAINING VACANCIES' (blue), and 'VOLUNTEERS' (purple). Below the navigation bar, there are links for 'Recruiters: Sign in | Create account' and 'Recruiter services' with sub-links: 'Recruit a chartered accountant', 'Recruit a trainee', 'Recruit a volunteer', 'Pricing', and 'Your roles'.

The main heading is 'Create an account and advertise a role today'. The registration form includes the following fields:

- Title
- First name *
- Last name *
- Email address *
- Confirm email address *
- Password *
- Confirm password *
- Company name *
- Recruiter Type * (Please select...)

There is a 'Sign in if you already have an account.' link. A box titled 'Account benefits' lists the following features:

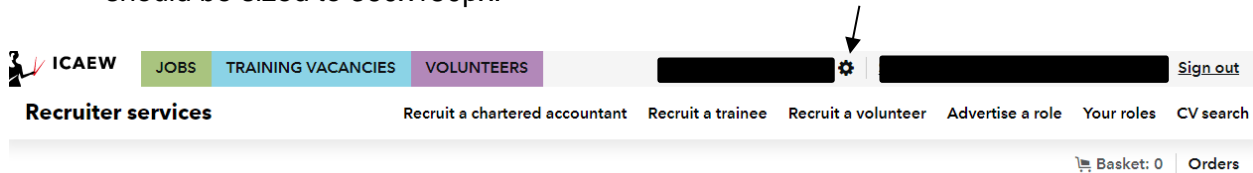
- Post role advertisements
- Track and manage applications
- Find and download CVs
- Access your purchased CVs from any device

4. To see the front end of the website you can click the coloured tabs at the top of the screen.



Managing your new account

1. 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's name.
2. Click 'Company profile' and here you can add a company description and logo. Logos should be sized to 360x180px.



Company management

You have an Administrator account for **Galloways Accounting**. This means you are able to create and edit user accounts and set access privileges.

▶ **Company profile**

▶ **Company users**

Need help? Call +44 (0)1908 248 250 or email contactus@icaew.com

Adding your team to the account

1. After creating your account or if you already have an account, you can add other members of your team.
2. Click the company management cog at the top right-hand side of the page. Then click company users and 'Add new user'.

Posting to the correct site

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

When you have logged into your account, you can post to the different sites by selecting the correct job posting type. These can be found on the [pricing page](#).

Choose the right product for you

Recruit a Chartered Accountant (Standard post)

£500

Advertise now

Post a job for an ACA-qualified Chartered Accountant. 28 days with your logo

Recruit a Chartered Accountant (Premium post)

£750

Advertise now

Post a job for an ACA-qualified Chartered Accountant. Role featured on homepage and top of search results. 28 days with your logo.

Post a Trainee job **Free**

Advertise now

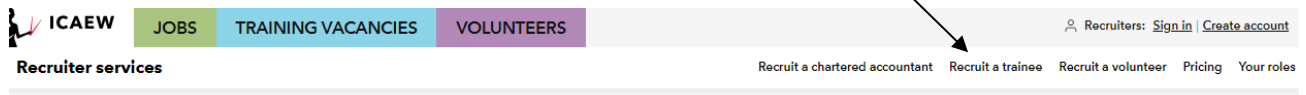
Attract quality trainee applications.

Post a Volunteer role **Free**

Advertise now

Find applicants with great experience

You can also go to the 'Recruit a trainee' page. This page is dedicated to ICAEW Training Vacancies product users.



Recruit a trainee

RECRUITERS! PLEASE READ

We recently changed the technology of this platform - that's why it looks different.

The first time you post a vacancy you may need our support. If you encounter any issues, please contact us.

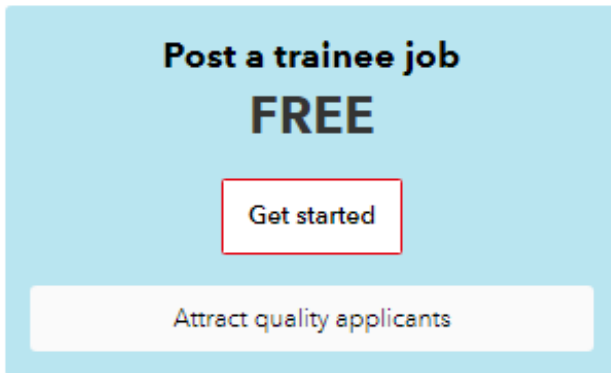
Get in touch

ICAEW Training Vacancies is a free platform for **ICAEW Authorized Training Employers** to find and recruit students.

Promote your roles to the perfect candidates in just a few clicks. With candidates looking for trainee roles you can be sure that your applications are from a quality pool of students. If you need help, please contact the team at tvsupport@icaew.com.

HOW TO POST A JOB

1. After logging in, click recruit a trainee and then post a trainee job (as shown below further down the page).



2. Complete the sets detailed in the form. Make sure to fill out the compulsory fields. You can use a template of a previous role to save time.

Create a role ad for ████████

Selected product: **Post a Trainee job** [View all products](#) Clear form

Step 1 of 5

1. Your role

Did you know that previous roles are available as templates?

Choose a template

Role title * 100 characters left

e.g. Teacher

+ Add a role reference

Location *

Select up to 10 locations for your role.
This will be used to for search categorisation and role alerts. It won't be shown in your advert.

Add a location...

Next ▶

Your purchases

Role Posting:	£0.00
VAT:	£0.00
Total:	£0.00

Create a role ad for

Selected product: **Post a Trainee job** [View all products](#)

[Clear form](#)

Step 2 of 5

1. Your role

Trainee
London (Greater) (GB)

[Edit](#)

2. Description

This information will be displayed in your advert

Role description *

B I U | | | | | | | | | |

Role Summary

A short summary of the role that will appear in search results.

If you choose not to write a summary, we will use the first 150 characters of the role description.

[Next](#)

Your purchases

Role Posting:	£0.00
VAT:	£0.00
Total:	£0.00

Create a role ad for Char

Selected product: **Post a Trainee job** [View all products](#)

[Clear form](#)

Step 3 of 5

1. Your role

Trainee
London (Greater) (GB)

[Edit](#)

2. Description

Role description
Default role summary

[Edit](#)

3. Role details

These role details will appear in your advert

Salary description 100 characters left

Location description * 100 characters left

London (Greater) (GB)

Company

Char will be displayed in your ad.

Are you posting a role on behalf of someone? [Add an alternate recruiter name](#)

Logo

This is the logo that will appear in your role advert

Drag and drop files here or click to select files

[Next](#)

Your purchases

Role Posting:	£0.00
VAT:	£0.00
Total:	£0.00

- Step four is where you can select your filters. Filters are important for how candidates search for roles. With in the contract type drop down, you can select multiple options.

Selected product: **Post a Trainee job** [View all products](#) [Clear form](#)

Step 4 of 5

3. Role details London (Greater) (GB) [Edit](#)

4. Categories
Reach the right candidates by adding relevant search categories

Sector

- Accounting - practice
- Agriculture and landscaping
- Arts and culture
- Banking, finance and investment
- Business and management
- Charity and not for profit
- Construction and property

Where will they be working? •
Select

Salary band •
Select

Contract type •
Select

Hours
Select

Role
This will not be shown in your advert, but will help jobseekers find your role.
Select

[Next](#)

Your purchases

Role Posting:	£0.00
VAT:	£0.00
Total:	£0.00

Selected product: **Post a Trainee job** [View all products](#) [Clear form](#)

Step 5 of 5

3. Role details London (Greater) (GB) [Edit](#)

4. Categories [Edit](#)

5. Settings

How you will receive applications? •

- By email
- Stored in 'Your roles' only (no emails)
- Via a company website
- Offline (only show contact information)

Send the applications to

When your role will be published
Your role will be live from **29 Mar 2022** to **29 Apr 2022** [Edit Date](#)

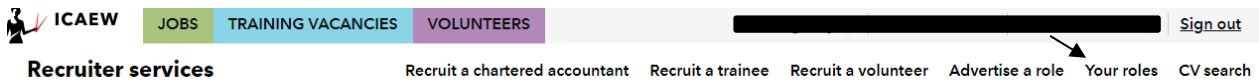
[Preview](#)

[Publish](#)

- Step five is where you can select where your applications are directed to. If you would like to redirect to your own career's website, then please use 'Via a company website'.
- Publish your role by clicking the red 'Publish' button.

HOW TO SEE YOUR APPLICANTS

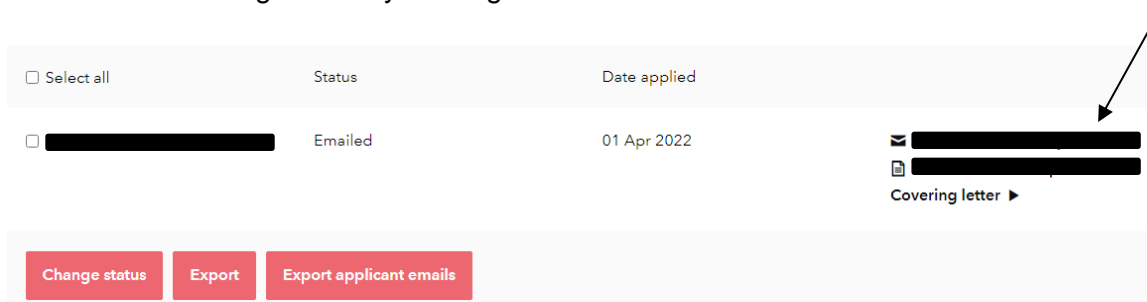
1. When setting up your new job posting, in step five, you will choose a method of retrieving your applications.
2. If you have selected 'By email' or 'Stored in your roles' you will be able to retrieve all applications in your ICAEW Training Vacancies company account. To see these roles, click 'Your roles'.



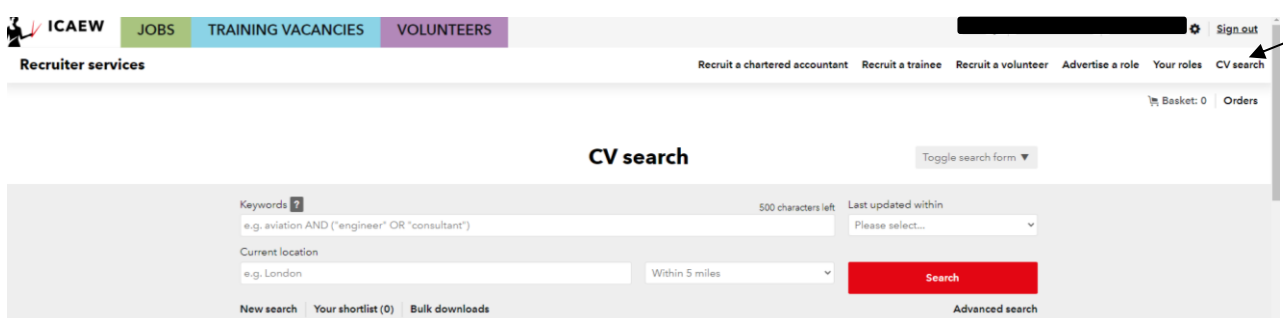
3. Click the paper icon under the applications column. This will pull up all the applications for that specific role.

Select All	Title	Location	Status	Period	Views	Applications	Actions
<input type="checkbox"/>			Live	31 Mar 2022 30 Apr 2022	13	1 	Upgrade Expire

4. See below what each application will look like. You can see view the contact email, CV's, and covering letters by clicking on the links.



CV SEARCH



1. To request access for the CV Search please contact tvsupport@icaew.com
2. Click CV Search on the navigation bar.

3. Then click Advanced Search

New search | Your shortlist (0) | Bulk downloads Advanced search

Sector experience

- Accounting - practice
- Agriculture and landscaping
- Arts and culture
- Banking, finance and investment
- Business and management
- Charity and not for profit
- Construction and property

Current salary

- Up to £10,000
- £10,000 - £20,000
- £20,000 - £30,000
- £30,000 - £40,000
- £40,000 - £50,000
- £50,000 - £60,000
- £60,000 - £70,000

Availability

- Immediately
- 1-3 months
- 3-6 months
- 6-9 months
- 9-12 months
- 12+ months

Willing to relocate

- Yes
- No

Account type

- An ICAEW member
- A student
- A volunteer

Time in training agreement (for training vacancy)

- Up to 12 months
- 1-2 years
- 2-3 years
- Other

Exams passed (for training vacancy)

- Advanced Level
 - Case Study
 - Corporate Reporting
 - Strategic Business Management
- Certificate Level
 - Accounting
 - Assurance
 - Business, Technology and Finance
 - Law
 - Management Information
 - Principles of Taxation
- Professional Level
 - Audit and Assurance
 - Business Planning
 - Business Strategy and Technology
 - Financial Accounting and Reporting
 - Financial Management
 - Tax Compliance
- None

Level of experience (for training vacancy)

- Studied AAT
- Studied ACA independently
- Studied ACA with an employer
- Studied ICAEW CFAB
- Other

Search

4. Once you have found a CV you would be interested in downloading, please click their name and click Download.

ICAEW **JOBS** **TRAINING VACANCIES** **VOLUNTEERS** Char Switch recruiter Charlotte Bead Sign out

Recruiter services Recruit a chartered accountant Recruit a trainee Recruit a volunteer Advertise a role Your roles CV search

Basket: 0 | Credit balance | Orders

CV search

Toggle search form ▼

Keywords 500 characters left Last updated within

Please select...

Current location Within 5 miles **Search**

New search | Your shortlist (0) | Bulk downloads Advanced search

◀ Search results ◀ Previous **1 of 243 CVs** Next ▶

Download **Email this CV**

CV last updated 18 Jul 2022 | Last logged in 18 Jul 2022

GET IN TOUCH

If you have any further questions, please email tvsupport@icaew.com.