



ICAEW TRAINING VACANCIES

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HOW TO CREATE A PROFILE

1. To start go to train.icaew.com

You will be presented with a screen like the one below:

MEMBERSHIP LEARN CAREERS ACA STUDENTS RESOURCES COMMUNITIES INSIGHTS REGULATION

Main registration form Required field *

Your details > Login details > Add address

Please enter your details

First name *

Surname *

Email address *

Mobile number

Telephone number

Next

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2. If you run into any difficulties, please get in touch via studentrecruitment@icaew.com.

Managing your new profile

1. Once you have created your profile, you can manage it when logging in. To find this click on "Sign in" next to Jobseeker in the top right-hand corner (see below image):



2. This will now change to include your name a star for any saved jobs and a sign-out option:



3. By clicking on your name, you will be able to access your personal profile. You will be greeted by a page like the one below:

TRAINING VACANCIES Find a job Job alerts Search recruiters

Create a profile

Upload your CV

Upload from your computer

Choose file No file chosen

Or import from cloud storage

Dropbox Google Drive

Your CV must be a .doc, .pdf, .docx, .rtf, and no bigger than **1MB**

Who can view your profile?

Allow recruiters to see your profile and attached CV

Yes No

Save

From here you can upload your CV from your Dropbox or Google Drive Accounts. You can also select whether you want your profile viewable by potential recruiters without applying for a role with them.

NB: Please note that your CV must be in a .doc, .pdf, .docx, or .rtf format and is no bigger than **1MB**.

Your account

1. Under your name in the top right-hand corner there is a drop-down list click on 'My account'.
2. From here you will be taken to a page like the one below where you can click on the 'Manage your personal details' and amend them.

ICAEW TRAINING VACANCIES Find a job Job alerts Search recruiters Careers advice Events

Your account

Personal Details

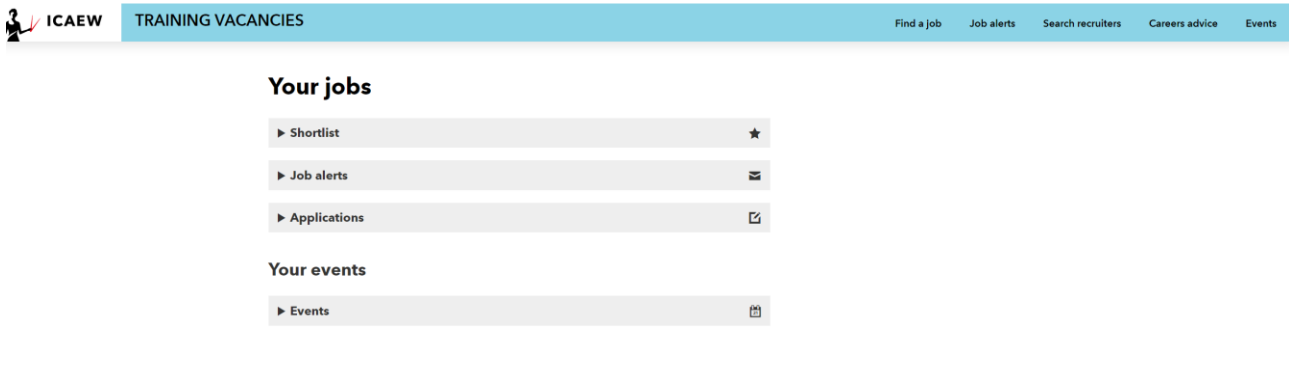
First name	Sarah
Last name	Hobbs

Manage your personal details

Your jobs

1. Another option you can select from the drop-down list on your name in the top right-hand corner is 'Your jobs'.
2. This will allow you to view the following:
 - a. Shortlist/saved jobs.
 - b. Job alerts.
 - c. Applications.

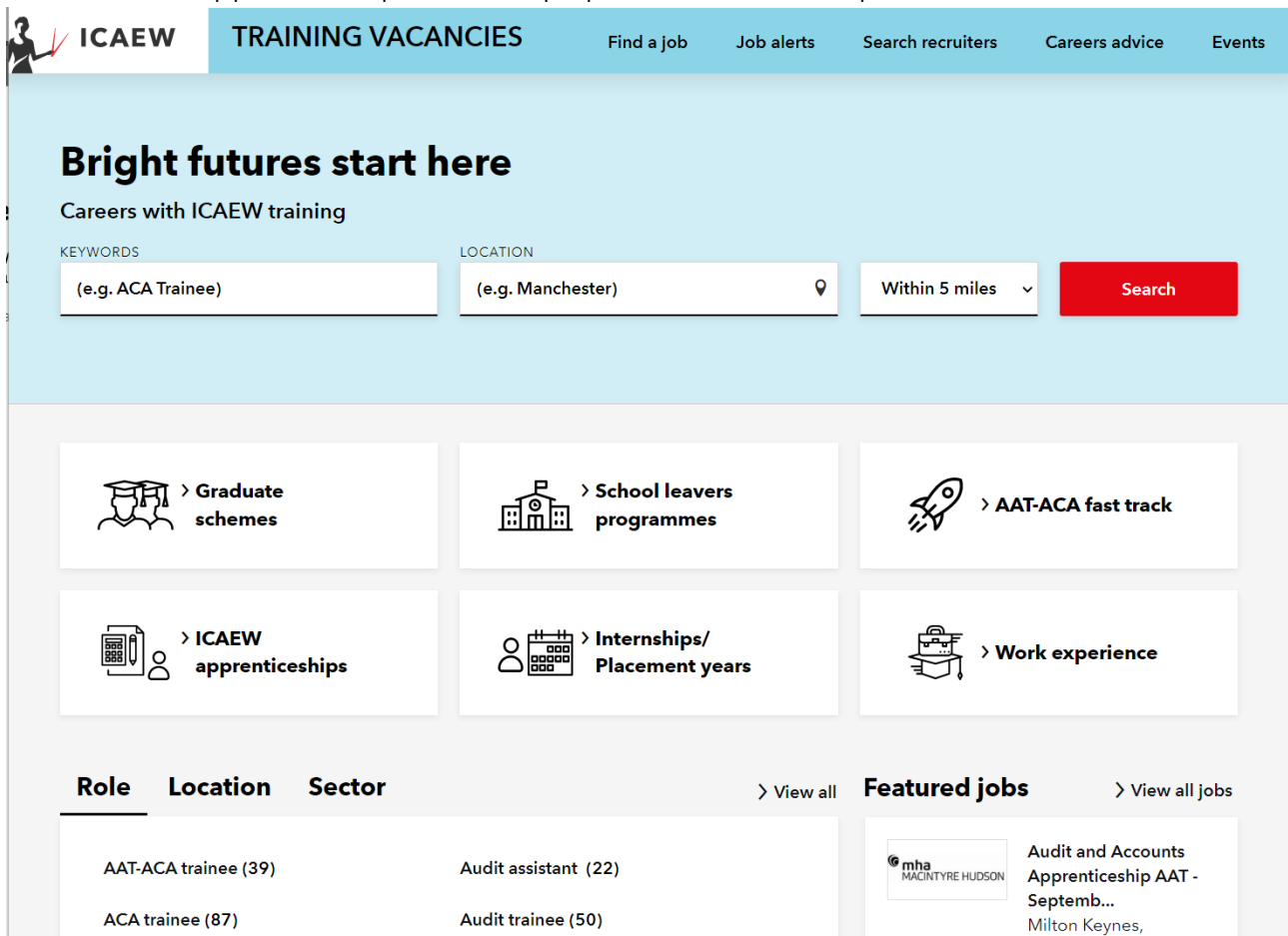
- d. Events (any you have signed up for through the ICAEW Training Vacancies Platform).



FINDING A JOB

Searching for a new opportunity on ICAEW Training Vacancies has never been easier and there are several ways you can do this.

1. Utilizing the search function on the main homepage of train.icaew.com. From this area you can search via:
 - a. Keywords (i.e., job title)
 - b. Location (radius)
 - c. Sector
 - d. Types of roles, i.e. Graduate Schemes, School leaver programmes, apprenticeships, internships/placements, work experience.



2. Via the 'Find a job' tab in the top navigation from here and can filter/search via the following:
 - a. Role
 - b. Location
 - c. Sector
 - d. Salary band
 - e. Hours
 - f. Contract type
 - g. Recruiter type
 - h. Where will you be working?



Found 176 Training contract jobs

SEARCH EMPLOYERS

Across the platform you can click on the 'Search recruiters' tab to find a specific recruiter, they are listed in A-Z or you can use the search box to type out their name, as well as filtering them via a drop-down list of recruiter types.

SETTING UP JOB ALERT EMAILS

Job alerts are a great way to keep up-to-date on the latest jobs that are relevant to you and that you would be interested in. They are easy to set up and they go straight into your inbox:

1. Click on the 'Job alert' in the top navigation.
 - a. When signed-in your email address will automatically populate.
2. Criteria you can set up the alert for are:
 - a. Job title

- b. Location
NB: can include working from home roles.
- c. Frequency of alerts, either Daily or Weekly.

Under 'View more options'

- d. Role
- e. Sector
- f. Salary band
- g. Hours
- h. Contract type
- i. Recruiter type
- j. Where will you be working?

Create a job alert

Be the first to apply - get daily alerts with the latest jobs sent directly to your inbox.

Fields marked with an asterisk (*) are required

Email address: Sarah.Hobbs@icaew.com

What job title shall we use for your alert?

(e.g. ACA Trainee)

In which location would you prefer to work?

(e.g. Manchester)

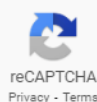
Include working from home jobs

How often should we send you jobs? *

- Daily
- Weekly

+ [View more options](#)

I'm not a robot



When you create this job alert we will email you a selection of jobs matching your criteria. Our **terms and conditions** and **privacy policy** apply to this service and you can unsubscribe at any time.

CV SEARCH

On the ICAEW Training Vacancies Platform we want to make sure you stand out and are seen by potential employers.

Therefore, our CV Search functionality permits you to provide a little more about yourself to allowing you to pop-up higher up recruiters searches (see image on the right).

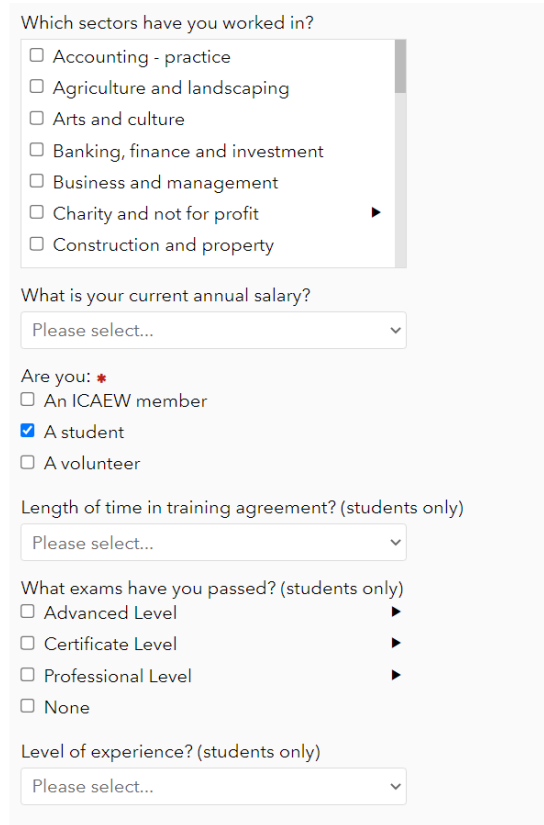
1. Firstly, when creating an account upload your CV.
2. Once this is done you are asked to fill out some basic information about what you are looking for.

NB: make sure to tick 'A student' under the 'Are you:' question.

3. Finally, fill out some additional questions, and that's it, you have made yourself more searchable to perspective employers.

The additional questions asked are:

- a. Length of time in training agreement? (dropdown)
- b. What exams have you passed? (tick-box)
- c. Level of experience? (dropdown)



Which sectors have you worked in?

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

What is your current annual salary?

Please select...

Are you: *

- An ICAEW member
- A student
- A volunteer

Length of time in training agreement? (students only)

Please select...

What exams have you passed? (students only)

- Advanced Level
- Certificate Level
- Professional Level
- None

Level of experience? (students only)

Please select...

GET IN TOUCH

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