JOB DESCRIPTION
Vacancy Ref: A3442-R

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Careers Coach - Accountancy (0.8 FTE)</th>
<th>Present Grade:</th>
<th>7P</th>
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<tbody>
<tr>
<td>Department/College:</td>
<td>Lancaster University Management School- Careers (LUMS Careers)</td>
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<td>Directly responsible to:</td>
<td>Undergraduate Careers Manager</td>
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<td>Supervisory responsibility for:</td>
<td>None</td>
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<td>Other contacts</td>
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- Internal: LUMS Careers; Department of Accounting & Finance; LUMS professional service colleagues; Academic Employability Champions; Student and Education Services; Central Careers Service; partner institutions; Alumni Relations; Students Union; Research and Enterprise Services.

- External: Alumni; Regional, National and International Employers; AGCAS; CDI; ISE; other HEIs; Chartered accountancy bodies (ICAEW, CIMA, CAI, CIPFA, ACCA, ICAS, CPA Australia).

The Role:

The main purpose of the role is to provide specialist coaching and careers education to students and recent graduates from across the university who aspire to develop careers within the accountancy profession: from management accounting to financial accounting, in the public and private sectors, both nationally and internationally.

This role is a crucial element of the work of LUMS Careers, an innovative and busy team at the heart of the student experience, which continues to make a significant impact on student’s career management skills and employability as measured by destination data, the Graduate Outcomes Survey and the number of students taking internships and placements. The post holder will engage with students as part of the curriculum, through face-to-face and remote 1:1 information, advice, and guidance as required, and through extra-curricular workshops and employability interventions.

With specific focus on employers and careers in the accountancy profession, this post provides sector-specific advice and information, as well as contributing to building internal colleagues’ knowledge of the sector.

Major Duties:

1. To provide bespoke 1:1 career coaching, in the form of face-to-face and telephone or online appointments and specialist ongoing support to students and graduates, providing and signposting them to a range of professional careers and employability resources, information, support and guidance.

2. To be responsible for planning, communicating, and promoting a specialist accountancy focused employability provision to students, graduates, and academic colleagues across the university, to increase the take-up of service provision with the aim of positively influencing destinations data and increasing the numbers of students and graduates engaging with relevant careers service provision.

3. To support the development of accredited provision across the Faculty, extra-curricular workshops, events, drop-in clinics and employer engagement activities for students and graduates wishing to develop a career within accountancy.
4. To design, deliver and assess innovative undergraduate careers education both in the classroom and through e-learning. Specifically, the role will be responsible for the delivery of large-scale Part 1 and Part 2 careers education modules within the Department of Accounting & Finance, working alongside the Academic Employability Champion (AEC) for Accounting & Finance and LUMS Undergraduate Careers Manager to continuously review and improve course materials.

5. To network and develop partnerships with accountancy bodies, multinational professional service firms, regional employers, boutique practices and public finance accountancy organisations. Highlighting the career progression possibilities available to students both nationally and internationally and encouraging employer support of student experiential learning opportunities (i.e., work shadowing, insight days, internships, placements) and graduate training contracts.

6. To take a leading role in the on-going development of an annual ‘Accounting & Finance Careers Insight Conference’, attended by undergraduate students, key employer delegates and professional accountancy body representatives.

7. To support the Department of Accounting & Finance ACA ‘Professional Pathway’ at undergraduate level, coaching students as they gain practical business skills and experience to add to their degree level theory and academic skills.

8. To keep up to date with accountancy recruitment practices, knowledge of chartered accountancy and professional qualifications, developments in the wider graduate labour market and relevant employment trends and legislation. To reflect on practice and develop materials and coaching support accordingly.

9. To take part in relevant training, conferences and good practice sharing events, both internally and externally, to ensure the maintenance of an exceptional standard of service delivery.

10. To work collaboratively with colleagues in LUMS Careers, Central Careers, and faculty business partnerships and internships teams to enhance, develop and promote services for students and alumni.

11. Any other duties related to the post, as may be required.