



Peak are recruiting for a Tutor/Work based Advisor to join our team

Peak Accountancy Training have been delivering training programmes for businesses and individuals across the North West since 2012. Peak Accountancy Training have a genuine interest in the success of the companies they work with and the people we train, and we aim to provide a personal, bespoke service.

Due to continued growth in apprenticeships Peak have an opportunity for an AAT Tutor/Work based advisor. The successful candidate will be responsible for teaching AAT and bookkeeping qualifications to apprentices undertaking Accounting Level 2, 3 and 4 Standards, and to commercial students whose studies are funded by themselves or their employers. The role will include teaching morning, afternoon, and evening classes at our sites in the North west and visiting apprentices in their workplace to support their learning.

Please be aware that all classes and workplace visits are currently being carried out via Zoom because of Covid-19.

Previous experience in a teaching role is not essential as full training will be provided.

Please note that this role is subject to an enhanced DBS check.

Duties Include:

- Teaching AAT levels 2, 3 and 4 of the AAT and bookkeeping qualifications.
- Working closely with work-based advisors to monitor and track progress
- Supporting Apprentices in the workplace, providing one to one training / coaching where appropriate – Mainly North West based some based in and around London area.
- Maintaining detailed learner records
- Liaising with employers and supporting, advising, and motivating both commercial students and apprentices to overcome any barriers to learning

Essential Criteria:

- Experience in an Accounting role
- Qualified to at least AAT level 4 or above
- Confident and professional with the ability to inspire and motivate others
- Excellent organisational and time-management skills
- Good level of IT skills
- Able to work both independently whilst being an effective member of the team

Desirable Criteria:

- Recent experience of teaching or supporting apprentices with Accounting Apprenticeship Standards and End Point Assessment
- Hold a recognised Teaching Qualification (or working towards)
- Hold a recognised Assessor qualification, or working towards (D32/33, A1, TAQA)
- Full clean driving licence with the use of a vehicle

Application instructions: Please send your full CV and covering letter to Caroline Pauling:
Caroline@peakaccountancytraining.co.uk

Closing date: 18 January 2021

Interviews to be held: 1 and 2 February 2021