

**LUMS CAREERS COACH- ACCOUNTANCY (Full time): PERSON SPECIFICATION**

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| Criteria | Essential/ Desirable | Application Form/ Supporting Statements/ Interview  |
| Educated to degree level with relevant accountancy or finance related work experience | Essential | CV/Cover letter/ Interview |
| Ability to provide one-to-one careers advice and guidance to Higher Education students and recent graduates | Essential | CV/Cover letter/ Interview |
| Confidence in training and facilitation, and the use of excellent presentation skills to successfully engage and motivate target audiences. Experience of successfully designing and delivering learning activities to enhance employability or skills development | Essential | Interview |
| Ability to demonstrate an understanding of, and empathy with, international student concerns and challenges | Essential | CV/Cover letter/ Interview |
| Knowledge of the accountancy sector, with an understanding of relevant industry training pathways, early career employment opportunities and recruitment processes | Essential | CV/Cover letter/ Interview |
| Proven ability to build effective relationships with graduate employers, industry representatives, professional bodies and/or other institutions | Essential | CV/Cover letter/ Interview |
| Ability to harness online technology (e.g., Microsoft Teams), and e-learning software to support student career management. Willingness to undertake training as required | Essential | Interview |
| Willingness to work flexible hours including occasional evening and weekend work. Willingness to travel nationally and internationally if required. Willingness to support a hybrid service delivery model, as required | Essential | Interview |
| Postgraduate qualification in Careers Guidance or a suitable equivalent | Desirable | Application Form |

• Application Form – Normally used to evaluate factual evidence eg award of a PhD. Will be “scored” as part of the shortlisting process.

• Supporting Statements - applicants are asked to provide a statement to demonstrate how they meet the criteria. The response will be “scored” as part of the shortlisting process.

• Interview – assessed during the interview process by either competency based interview questions, tests, presentation etc.