

# JOB DESCRIPTION

# TUTOR

Are you professionally qualified but have had enough of a desk job? Do you want to have a different challenge every day, manage your own workload and see the tangible success of your efforts?

If so, First Intuition may be the place for you, and we are currently looking for tutors to join our team in both our Jersey and Guernsey locations.

## OVERVIEW

A tutor at FICI will teach across all qualifications - ACCA, CIMA, CGIUKI and ICAEW. Previous teaching experience is not required, full training will be given, but enthusiasm, passion and a sense of humour are a must. You will need to have a technical understanding of your subjects and the ability to convey these effectively to a class.

You will be joining a fast-growing, local business and have the opportunity to be involved with all aspects of running the centre. We are a close-knit team and everyone is expected to 'muck in' with the task at hand and take responsibility for their own workloads.

## KEY RESPONSIBILITIES

### Teaching

- Teaching and preparing for 120-140 days per calendar year (based on a full time role).
- Being available outside of class for queries and one-to-one meetings if needed.
- Marking of homework and mock exams.
- Provide online support for relevant papers including sending regular emails and being available for queries.

### Other duties

- Running mock exams.
- Answering client queries.
- Attending open days run by FICI, virtually and in person.
- Setting up classrooms and office cover.

## WHY CHOOSE FICI?

- Tutors are encouraged to manage their own workload and create their own teaching programme, providing independence and the opportunity to adapt the role to your style.
- We are a flexible employer and can accommodate working from home and flexible hours on non-teaching days.
- 35 days annual leave.
- Christmas closure.

To apply for this position, please send your CV and covering letter to [sarahcolley@fi.co.uk](mailto:sarahcolley@fi.co.uk)