Registering as an Employer

Navigate to www.becomeaca.org.uk and click the red “Register” button. Choose “Employer Registration” as shown in the screenshot below.

Enter your details, your company details and choose a password. Click to confirm you accept the Terms & Conditions, choose your marketing preferences, and click “Register”.

Register as an Employer

- Review your candidates
- Search CV’s
- Post Jobs
- Manage credits

Already have an account? Sign In

If you are a candidate, register here.

By ticking this box, you accept our Terms & Conditions and
Your employer account has now been created. You can now create your employer profile, post jobs, and receive applications for your listed vacancies.

You will be shown your employer dashboard, where you can see an overview of your job postings, applications, live and expired jobs.

The initial user who signed up for the Employer account will be the default main user of that Employer account. Subsequent users for the account must be invited by the initial user by going to the "Users" tab as shown below, and then entering each new user’s details.
Creating your Company Profile

To create your company profile, click on the “Public Profile” tab as shown below.

Here you can see your employer profile (which will not contain any information at this stage).

Click “Upload logo” to add your company’s logo to the profile. Please ensure you use an image larger than 200 x 200px.

Click “Edit Company” to add more information about your firm.
Enter your company’s details including location, business sector and the type of contracts you are looking to recruit for. If you would like your company profile to be publicly visible on the website, make sure that this box is ticked. Save your information.

Once you save your information, you will be taken back to the “Public Profile” tab of your Employer Dashboard. Click “Enable Public Profile” to ensure that your employer profile is visible to applicants.
Posting a Job Vacancy

To post a job on the website, click “Post a Job”.

Enter your vacancy details including job title, location, reference, salary (optional), job sectors, and description. Choose “Standard Job Listing”.

Receiving applications for your vacancies

You can choose whether candidates apply through the Become a CA website or on your own webpage.

If you would like candidates to apply through the Become a CA website, please enter an Application Email Address on the Post a Job form. Please note that you are not able to add your own screening questions for applications.

If you would prefer candidates to apply on your own website, please enter the relevant Application URL on the Post a Job form. Please ensure you send candidates directly to the page where they can apply for the job – application numbers may be lower if the application journey is confusing or too long.

Job description

For the job description, please include as much relevant information as you are able to provide, including details of the role being advertised and its main responsibilities. You may also wish to include information about when the role starts, details of any specific disciplines the candidate can expect to be involved with, any relevant benefits, any entry requirements (particularly academic), and details of any recruitment events you are running.
You have the option to upload a “job image” when listing a vacancy. Please ensure that any images added are larger than 200 x 200px.

Please note that by default, vacancies are initially listed for 3 months. If you would like to change the expiry date of your advert, please email becomeaca@icas.com and we will amend this for you.

Your newly listed vacancy will appear on your Employer Dashboard as below.

Click “Edit” to amend the details of your job.

Click “Extend” to list your job vacancy for an additional 3 months beyond the initial 3-month period.

Click “Expire” to close your job vacancy.

Once your job vacancy has expired, you can click “Activate” to reactivate it. This will relist the vacancy for an additional 3 months. You can choose to close the vacancy at any time during this period.
Reviewing Job Applications

You can view applications for your vacancies in the “Applications” tab on your Employer Dashboard.

If candidates are applying through the Become a CA website, you will also receive an email to the Application Email Address when there is a new application. The applicant’s CV and cover letter (optional) will be attached to this email.

To review an applicant, their CV, and cover letter (optional), click the applicant’s name. You can download the CV and cover letter.

To save the application, click “Save” on the right-hand side of the page. Click “Send Feedback” to open a new email message to the candidate about their application.

Saved candidates will appear in the “My Candidates” tab as shown below.

To update the application’s status, select the application by ticking the box on the left-hand side, and you will be shown a list of possible statuses as shown below.

You will be shown the green “Set status” button as shown above. Click the button to be shown the list of possible statuses.

Click the status you would like to apply to the application. You will then be able to write a note or add a task relating the application if you wish. Use these statuses to manage your applicants through the hiring process.

Please note that changing an application’s status does not contact the candidate – you can email the candidate by using the “Send Feedback” button.
You can view any open tasks relating to an application by clicking "Account" as shown below.

The example candidate below now has the status of "interview".

You can filter the list of applications by status using the dropdown menu, as shown below.

Please note that if you have opted for candidates to apply through your own website, you will not be able to view candidate or application information through the Become a CA website. Candidates who have applied through a 3rd party URL may appear as ‘anonymous’ on your application dashboard as the Become a CA website has not collected their details.

CONTACT ICAS
To contact ICAS about the Become a CA website, please email becomeaca@icas.com and a member of the ICAS team will be in touch.
Frequently Asked Questions

GENERAL

Q: How can I access the Become a CA website?
A: Visit www.becomeaca.org.uk. Please note that you will need to register as an employer to create your employer profile and post job vacancies.

Q: What browser should I be using to access the website?
A: We would advise you to use Google Chrome although the website should run smoothly in all major web browsers.

Q: I am trying to log in to the Become a CA website to add a vacancy or review applications, but I can’t see the login button on the homepage. What should I do?
A: Clear your cookies and then refresh your browser. If you still can’t see it, please take a screenshot and send it to becomeaca@icas.com.

REGISTERING AS AN EMPLOYER

Q: Can I use the same login as I used for the previous website?
A: Although the URL is the same as the previous website, you are not able to use the same login information as the new website has been created by a different provider.

Q: If I have created an account for my company, how do I grant colleagues access to this?
A: In the employer dashboard, there is a tab called ‘Users’. Here, you can send an invitation to a colleague to join. For this to work, they must not already have an existing account with the new website.

Q: Do I need to fill in the company profile?
A: Yes, you must add a logo and a short blurb about the company during the process of setting up your account. If your company profile is not completed, we may have to take your profile offline until it is completed. The information you enter when setting up your profile can be edited at any time by logging in to your account.

POSTING A JOB VACANCY

Q: What should I use as the job title for my vacancy?
A: While you can choose how you describe your job vacancy, we would recommend using a title such as “Trainee Chartered Accountant” for clarity.

Q: When will my job vacancy expire?
A: When you set up a vacancy, the default expiry date is 3 months after the date of posting.

Q: How can I set my job vacancy to expire on a specific date?
A: Please email becomeaca@icas.com with the date you would like your vacancy to expire and this will be amended by one of the team at ICAS.

Q: What happens once my job vacancy has been live for 3 months?
A: You will have the option to extend this for a 3-month period. If you do not extend the vacancy, it will automatically disappear from the website on the initial expiry date.

Q: What do I do if I have a trainee vacancy to promote across several locations (e.g. Edinburgh, Glasgow)?
A: Create a new job vacancy listing for each location. You can use the same content for the job description, but we would recommend amending this slightly to ensure that the two job listings aren’t competing against each other in Google search.

Q: When I post a job, what do I input into the “Salary” field?
A: The salary field does not appear anywhere across the website, so we would recommend n/a into this field.

Q: I want candidates to apply direct via my company’s website. How do I set this up?
A: When you are posting your job vacancy, make sure you add your website URL into the “Application URL” field.
Q: I want candidates to apply through the Become a CA website. How do I set this up?
A: When you are posting your job vacancy, ensure you add an email address to the “Application Email Address” field.

Q: How much information do I need to give about the job role in the Job Description?
A: Between 250-300 words.

Q: Do I have to add in contact details (email address & phone number) to my job vacancy?
A: We would recommend ensuring that you add an email address if possible as this allows a candidate to ask any questions about the role before applying.

Q: Why is my vacancy not appearing at the top of the search?
A: Vacancies are listed in reverse chronological order by date of posting. For greater exposure please contact our Partnerships Team by emailing partnerships@icas.com

Q: How can I request my vacancy to appear as Job of the Month or in the Featured Jobs section of the homepage?
A: Please email the Partnerships Team at partnerships@icas.com to discuss promotional opportunities.

REVIEWS JOB APPLICATIONS

Q: When I am reviewing applications from my dashboard, I can see ‘anonymous’ applications. What does this mean?
A: This should only happen if candidates are applying via your website. We don’t ask candidates to sign in before being directed to an external website.