

“By registering online for the ACCA's Early Careers Ambassador programme, you acknowledge and agree to the terms set out in the attached letter” (below)

ACCA Early Careers Ambassador (voluntary role)

I am pleased to confirm your registration as an Early Careers Ambassador for ACCA. The ACCA's Early Careers Ambassadors widen access and visibility of the accountancy profession to the next generation of professionals. The main objective of the role is to encourage people to consider accountancy as the career of choice by representing the ACCA at early career events, talks and workshops.

Whilst there is an element of flexibility in delivery, we expect ACCA Early Careers Ambassadors to follow ACCA guidelines on the delivery of material that has been created with the purpose of inspiring young people to choose accountancy as a career option.

1. Appointment

Your appointment to this voluntary role will commence upon agreeing to the terms of this letter via the Early Careers Ambassador registration form. You can terminate your voluntary position at any time by emailing advocacy@accaglobal.com

2. Duties

These are outlined above.

3. Benefits

You will be entitled to use the term 'Early Careers Ambassador' for the ACCA on your professional profile.

ACCA will assist in providing all the necessary materials required to deliver one of its outreach sessions in schools/colleges to enable an informative and well-run session.

ACCA will contact Ambassadors when an early careers event is confirmed within their region and it will also provide advice and guidance on how to approach and interact with schools of choice should Ambassadors wish to interact with a local school.

4. Outside interests

It is acceptable and acknowledged that you have business interests other than those of the ACCA but please remember the role is to represent the ACCA, your own company as well as yourself. If you become aware of any potential conflicts of interest, these should be disclosed to george.tsounias@accaglobal.com.

5. Safeguarding

ACCA is released from any obligations and liabilities concerning individuals who choose to volunteer at an early careers event relating to safeguarding. By agreeing to the terms, you

acknowledge that you must adhere to the safeguarding policy and procedures set out in the place where the early careers event is taking place. ACCA will provide guidance and support on what to expect from an early careers event and what considerations to be made to prepare for it.

6. Expenses

The costs incurred for any resources used for sessions will be covered by ACCA. However, travel and time will not be included. Ambassadors should seek to only accept early career event opportunities local to them to reduce the need for extensive travel.

I look forward to you being part of the ACCA Early Careers Ambassador Network.

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