

Job Title: ACCA Certified Content Writer (Proofreading & Modification)

Location: Remote

Company Overview: About Us: At Britts Imperial Education Group UAE, we value creativity, collaboration and innovation and look forward to welcoming a new team member on board.

The BIG Academy offers International Certification and Higher Education programs that have migration pathways for Partnered Universities in the **US, Middle East , France, and Australia** for our students. BIG Education has multiple campuses across **Middle East, Europe & USA** which will foster opportunities for our employees to grow.

Please refer below to our campus websites across multiple geographies:

<https://brittsimperial.com/>

<https://www.thebigacademy.com/>

<https://nortwest.edu.au/> <https://namedubai.ac.ae/>

<https://americanimperialuniversity.com/>

<https://www.actb.com.au/>

Position Overview: We are looking for a meticulous ACCA certified content writer to join our team, focusing on proofreading and modifying content tailored for the UK-based ACCA syllabus. Your role will involve refining existing content to ensure accuracy, clarity, and alignment with the latest ACCA guidelines and UK financial regulations. This position offers a unique opportunity to leverage your ACCA expertise to enhance educational materials and support our commitment to delivering high-quality content.

Key Responsibilities:

- Proofread and edit existing content to ensure accuracy, clarity, and consistency with the UK-based ACCA syllabus and regulatory requirements.
- Modify content to improve readability, coherence, and adherence to company standards and branding guidelines.
- Collaborate with subject matter experts and instructional designers to refine content structure and enhance educational value.
- Ensure all content modifications maintain the integrity of technical concepts while making them accessible to a diverse audience.
- Conduct thorough research to stay updated on ACCA syllabus changes, UK financial regulations, and industry trends.
- Work closely with the content team to implement feedback and revisions in a timely manner.
- Maintain version control and ensure all content is compliant with copyright laws and ethical standards.

Qualifications:

- ACCA certification (Association of Chartered Certified Accountants) is mandatory.
- Proven experience in content writing, editing, and proofreading, particularly in the context of educational or professional materials.
- Strong understanding of UK-based ACCA syllabus, financial regulations, and accounting principles.
- Exceptional attention to detail with a focus on accuracy and quality.
- Ability to effectively communicate complex ideas and concepts in a clear and concise manner.
- Familiarity with content management systems (CMS) and digital publishing platforms.
- Proficiency in MS Office Suite (Word, Excel, PowerPoint).
- Excellent organizational and time management skills, with the ability to prioritize tasks and meet deadlines.

Benefits:

- Remote , Time Flexibility

Application Process: To apply, please submit a resume, cover letter, and samples demonstrating your proficiency in proofreading and modifying content related to the UK-based ACCA syllabus. Candidates without ACCA certification will not be considered for this role.

E-mail: laiba.khalique@brittsimperial.com