



## JOB DESCRIPTION

<b>Job Title:</b>	Lecturer in Accounting (TF)
<b>Department / Unit:</b>	Royal Holloway Business School Department of Accounting and Financial Management
<b>Job type</b>	Academic
<b>Grade:</b>	8
<b>Accountable to:</b>	Head of Department
<b>Accountable for:</b>	n/a
<b>Purpose of the Post</b>	
<p>To teach and supervise at undergraduate and postgraduate level, taking full and/or shared responsibility for the design, management, and delivery of teaching. The postholder will be expected to demonstrate up-to-date scholarship in line with the research-informed context teaching, relevant academic literature in their field, and pedagogic research. They may publish work on pedagogy, and/or contribute to national and international policy. They may also be required to contribute to the academic administration of the department.</p>	
<b>Key Tasks</b>	
<p><b>Teaching</b></p> <ul style="list-style-type: none"> <li>• Design and deliver high quality teaching courses and/or modules, utilising own expertise and research, taught on campus and on external programmes, ensuring teaching meets the needs of students.</li> <li>• Design and deliver innovative approaches to educational delivery, working with others as appropriate to create a successful learning environment for students and working with others to identify future training needs.</li> <li>• Actively contribute to the expansion of curriculum options in this area working with others to ensure implementation as applicable.</li> <li>• Undertake activities supporting teaching delivery including supervising field trips/placements if required, undertaking assessments ensuring that constructive feedback is provided to allow for development.</li> <li>• Act as personal tutor, ensuring appropriate support and advice is provided.</li> <li>• Contribute to other areas of teaching as directed by the Head of Department in response to departmental need.</li> </ul>	
<p><b>Enhancement and Support</b></p> <ul style="list-style-type: none"> <li>• Play a full and active part in the administration of the department and its external promotion.</li> <li>• Attend and actively contribute to departmental, School and university meetings as appropriate.</li> <li>• Assist with student recruitment, including attendance at open days or applicant visitor days if required.</li> </ul>	

- Contribute to the department and school's strategic planning, and, if required, contribute to university strategic planning processes, including participating in relevant working groups.
- Develop networks both internal and external to the university to develop research and teaching profile and funding opportunities individually and for the department, school and wider university community, e.g. with educational bodies, specific research networks, professional bodies.
- Engage and maintain continuous professional development.

#### **Our Values**

Advancing equity and inclusion is central to our identity as a University of Social Purpose, guided by our values of being Respectful, Innovative, Open, and Daring. We strive to build a fair and inclusive environment for all colleagues and students, where we challenge ourselves and others with integrity, and approach difference with understanding and kindness. Every member of our community is expected to treat others with dignity, work collaboratively across a wide range of backgrounds and perspectives, and contribute to a place where everyone can participate fully and feel valued.

#### **Other Duties**

The duties listed are not exhaustive and may be varied from time to time as dictated by the changing needs of the University. The post holder will be expected to undertake other duties as appropriate and as requested by their manager.

## PERSON SPECIFICATION

**POST TITLE:** Lecturer in Accounting (Teaching Focus)

**DEPARTMENT:** Accounting and Financial Management

<b>CRITERIA</b>	<b>ESSENTIAL (E) or DESIRABLE (D)</b>	<b>TESTED BY (Application Form, Interview, Test, Presentation etc)</b>
<b>QUALIFICATIONS AND TRAINING</b>		
Educated to PhD level (or equivalent)	<b>D</b>	CV/ Application form
Membership of a relevant professional body	<b>E</b>	CV/ Application form
HE Academy or qualification in teaching, or other evidence of training for teaching at HE level.	<b>D</b>	CV/Application form
<b>SPECIFIC SKILLS, EXPERIENCE AND KNOWLEDGE</b>		
Experience of high-quality teaching in Accounting/Finance at undergraduate and postgraduate levels	<b>E</b>	Application form/Interview
Proven ability to manage own teaching, research and administrative duties.	<b>E</b>	Application form/Interview
Experience of effective team working including co-ordinating with others to ensure student learning and teaching needs and expectations are met	<b>E</b>	Application form/Interview
Successful development of relationships with external individuals and agencies	<b>E</b>	Application form/Interview
Experience of bidding, planning for and organising initiatives that are based on learning, teaching and assessment.	<b>E</b>	Application form/Interview
Demonstrable commitment to equality, diversity, and inclusion	<b>E</b>	Application form/Interview
<b>PERSONAL AND INTERPERSONAL QUALITIES</b>		
Excellent interpersonal skills, with proven ability to lead and engage with students and colleagues using a variety of different methods.	<b>E</b>	Application form/Interview
Organisational skills to manage own teaching and research and deliver management and administrative responsibilities implementing University and School strategies, support the academic mission of the institution.	<b>E</b>	Application form/ Presentation/Interview
Excellent communication and presentation skills, with the proven ability to communicate effectively, both verbally and in writing, with students, colleagues and external audiences.	<b>E</b>	Presentation/Interview

<b>CAPACITY FOR CAREER DEVELOPMENT</b>		
A commitment to continuous personal development.	<b>E</b>	Interview