

# JOB DESCRIPTION

<b>Vacancy reference:</b>	SRF28998
<b>Post Title:</b>	Associate Professor in Accounting / Programme Director BA Accounting and Business (Teaching Intensive)
<b>Grade:</b>	8
<b>School/Department:</b>	Henley Business School/Business Informatics, Systems and Accounting (BISA)
<b>Reports to:</b>	Head of BISA

## Purpose

We are seeking to appoint an Associate Professor in Accounting who will undertake teaching and administration in the area of accounting and financial management.

In particular, we are aiming to recruit an experienced and professionally qualified individual who can provide leadership in pedagogy, programme innovation and programme management for the BA Accounting and Business programme (PwC "Flying Start" Programme). This innovative undergraduate programme offers students an accelerated route to employment and an accountancy qualification through an initiative in partnership with PwC and the professional accountancy body, the Institute of Chartered Accountants in England and Wales (ICAEW).

Applicants should be qualified with a globally recognised professional accounting body, have relevant experience of working with commercial partners and possess a strong business focus. The applicant is also expected to have teaching experience in higher education or demonstrable evidence of teaching suitable for higher education. This post is designated as teaching intensive.

## Main duties and responsibilities

A successful appointee is expected to contribute to teaching and administration.

The appointee is expected to:

- Take up the role of Programme Director for BA Accounting and Business (PwC "Flying Start" Programme); the primary responsibilities will include teaching, programme management and innovation and the development of external relationships with PwC and the ICAEW
- Teach a range of modules in accounting and financial management as agreed by the Head of Business Informatics, Systems and Accounting (BISA);
- Engage in scholarship to keep up-to-date with latest developments and thinking in accounting, leading to innovation in teaching and learning;
- Take on administrative duties and academic citizenship activities appropriate for his/her expertise and experience.

Teaching will include the delivery of modules related to professional accounting qualifications in the areas of financial reporting and/or assurance and/or taxation, together with appropriate assessment and feedback, project/dissertation supervision and academic tutoring,. Providing students with an effective learning experience is expected, by fully engaging with their teaching/learning.

Administration will include module convening and may include other roles within the Department or School, along with business engagement and programme outreach activities as appropriate.

Programme management and development will include responsibility for admissions, assessment centres, marketing, module and programme quality, accreditation, placements and partnership relations.

Henley Business School is a large diverse community including students, faculty, professional and administrative staff, alumni and a wide range of corporate contacts. As part of the Business School community, all faculty are expected to play an active part in that community both internally and externally.

### **Supervision received**

Newly appointed staff will receive general guidance from the Head of BISA and other experienced staff.

### **Supervision given**

Administrative tasks will require supervision of the Programme Administrator and Placements Officer, although not generally as their line management.

### **Contact**

The work will involve liaison and coordination with academic and administrative staff in Henley Business School, and may involve colleagues across the University on both the Greenlands and Whiteknights campuses, University of Reading Malaysia, as well as within Henley's international partner network. It will also involve contact with a range of external organisations including commercial clients, accreditation bodies, professional bodies and employers including PwC and the ICAEW.

### **Terms and conditions**

The terms and conditions will be standard terms and conditions for Associate Professor at the University of Reading.

This document outlines the duties required for the time being of the post to indicate the level of responsibility. It is not a comprehensive or exhaustive list and the line manager may vary duties from time to time which do not change the general character of the job or the level of responsibility entailed.

**Date assessed: 9/5/2019**

# PERSON SPECIFICATION

Job Title	School/Department
<b>Associate Professor in Accounting</b>	<b>Henley Business School/Business Informatics, Systems and Accounting</b>

Criteria	Essential	Desirable
<b>Skills Required</b>	<ul style="list-style-type: none"> <li>• Demonstrable ability in excellent Teaching &amp; Learning practice, impacting on the student experience/ outcomes, sustained over the years</li> <li>• Demonstrable ability in contributing to teaching and learning strategic initiatives at disciplinary, interdisciplinary, School or University levels</li> <li>• Demonstrable ability to develop and apply new pedagogies or innovative teaching methods appropriate for the target audience</li> <li>• Demonstrable ability to build relationships with external partners</li> <li>• Strong oral and written communication skills</li> <li>• Excellent presentation skills</li> <li>• Excellent team-working skills</li> </ul>	<ul style="list-style-type: none"> <li>• Understanding and experience of university administrative processes and procedures</li> </ul>
<b>Attainment</b>	<ul style="list-style-type: none"> <li>• Degree level or equivalent qualification</li> <li>• Globally recognised professional accounting qualification</li> </ul>	<ul style="list-style-type: none"> <li>• A higher education teaching qualification such as Fellowship of Higher Education Academy</li> </ul>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• Specialist knowledge of theories and contemporary practice in the field of accounting and/or audit and/or taxation sufficient to be able to provide teaching and curriculum design</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of quality assurance procedures in UK higher education.</li> <li>• Knowledge of sub-disciplines and cognate areas sufficient to be able to teach outside areas of expertise</li> </ul>
<b>Relevant Experience</b>	<ul style="list-style-type: none"> <li>• Substantial experience in teaching accounting in university or private sector professional accounting exam training organisations</li> <li>• Experience of teaching professionally accredited modules in accounting</li> <li>• Evidence of academic leadership of functions, projects or tasks</li> <li>• Development and management of academic and/or professional accounting programmes</li> </ul>	<ul style="list-style-type: none"> <li>• Professional experience of working as an accountant</li> <li>• Direct experience of working with professional accounting bodies.</li> <li>• Demonstrable ability to develop innovative approaches to teaching and learning</li> </ul>

<b>Disposition</b>	<ul style="list-style-type: none"> <li>• Enthusiasm for and commitment to high-quality teaching</li> <li>• Enthusiasm and commitment to play a full part in developing the accounting and financial management profile in one of the world's leading full-service business schools</li> <li>• Ability to work collaboratively and effectively in a multi-cultural and multidisciplinary environment</li> <li>• Flexible and adaptable to working situations</li> <li>• Ability to deal sympathetically and effectively with students</li> <li>• Collegial attitude to work</li> </ul>	<ul style="list-style-type: none"> <li>• Ability and willingness to take on work from time to time that may involve weekends such as overseas travel and teaching, participation in Open Days and other external and internal engagement activities</li> </ul>
<b>Other</b>	<ul style="list-style-type: none"> <li>• Willingness to undertake administrative duties as appropriate and required</li> </ul>	

Completed by: Keiichi Nakata	Date: 9/5/2019
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