



THE POST

College/Service:	University of Exeter Business School
Post:	Lecturer (Education and Scholarship) in Accounting and/or Finance
Reference No:	P68464
Grade:	F
Reporting to:	Head of Department

The above post is available immediately in the University of Exeter Business School.

Job Description

Main purpose of the job:

You will have responsibility for the design, development and production of teaching and learning material and deliver either across a range of modules or within a subject area. You will work to ensure the efficient and effective delivery of teaching programmes in accord with the College's education strategy. You will also contribute directly to teaching in accounting and/or finance in the Business School and to the development and implementation of innovative teaching practices across the Business School.

Main duties and accountabilities:

1. Use appropriate teaching, learning support and assessment methods, supervise student projects and the academic elements of field trips, and, where appropriate, placements.
2. Identify areas where current provision is in need of revision or improvement and contribute to the planning, design and development of objectives and material.
3. Select appropriate assessment instruments and criteria, assess the work and progress of students by reference to the criteria and provide constructive feedback to students.
4. Set, mark and assess work and examinations and provide feedback to students.
5. Ensure that module design and delivery comply with the quality standards and regulations of the university and College.

Liaison and Networking

Participate in and develop external networks, for example to contribute to student recruitment, secure student placements, facilitate outreach work, generate income, obtain consultancy projects, or build relationships for future activities.

Managing people

1. Mentor colleagues with less experience and advise on personal development
2. Co-ordinate the work of others to ensure modules are delivered to the standards required.

Initiative, problem-solving and decision-making

1. Identify the need for developing the content or structure of modules with colleagues and make proposals on how this should be achieved.
2. Develop ideas for generating income and promoting the subject.
3. Exercise sole responsibility for the design and delivery of own modules and assessment methods.
4. Contribute to the accreditation of programmes and quality control processes.
5. Tackle issues affecting the quality of delivery within scope of own level of responsibility, referring more serious matters to others, as appropriate.

Planning and managing resources

1. As module leader or tutor, co-ordinate with others (such as support staff or academic colleagues) to ensure student needs and expectations are met.
2. Be responsible for administrative duties in areas such as admissions, time-tabling, examinations, assessment of progress and student attendance.

This job description summarises the main duties and accountabilities of the post and is not comprehensive: the post-holder may be required to undertake other duties of similar level and responsibility.

Person Specification

Competency	Essential	Desirable
Attainments/Qualifications	Possess a depth or breadth of specialist knowledge demonstrated by a PhD (or nearing completion) in accounting and/or finance, or equivalent, of the core knowledge relating to academic area in order to teach and support learning on academic area modules	Associate Fellow of the HEA
Skills and Understanding	Possess an in-depth understanding of own specialism to enable the development of new knowledge and understanding within the field. Evidence of excellent teaching identified by peer review and have made an impact at discipline programme level beyond their own teaching	
Prior Experience	Have experience of teaching, curriculum development and quality management and enhancement in an HE environment.	Experience of postgraduate teaching and supervision.
Behavioural Characteristics	Excellent written and verbal communication skills. Able to communicate complex and conceptual ideas to a range of groups. Able to identify potential sources of funding. Able to participate in and develop external networks. Be able to demonstrate independent and self-managing working styles Have knowledge of tertiary education and be able to use a range of delivery techniques to enthuse and engage students	



THE POST

College/Service:	University of Exeter Business School
Post:	Senior Lecturer (Education and Scholarship) in Accounting and/or Finance
Grade:	G
Reporting to:	Head of Department

The above post is available immediately in the University of Exeter Business School.

Job Description

Main purpose of the job:

You will have responsibility for managing and monitoring all PGT and UG programmes in accounting and/or finance within the Business School and their associated operational administration, curriculum development, and quality management and enhancement (including accreditation by relevant professional institutions where appropriate). You will work with the Associate Dean of Education to ensure the efficient and effective delivery of teaching programmes in accord with the College's education strategy. You will also contribute directly to teaching in accounting and/or finance in the Business School and to the development and implementation of innovative teaching practices across the Business School.

Main duties and accountabilities:

Teaching and Learning Support

1. Responsibility for managing all taught programmes, including oversight of day-to-day operational processes (e.g. timetabling, assessment, examination systems), and programme accreditation processes.
2. Work to ensure enhancement and quality insurance of the curriculum across the College and regularly review programme content and materials, updating when required.
3. Support the College's Associate Deans of Education in the development and implementation of the College's Education Strategies and contribute to the development of academic policies across the College in line with University aims and relevant performance indicators.
4. Teach a range of material in accounting and/or finance.
5. Develop, promote and implement innovative teaching practices (with support from our Teaching Quality Assurance and Enhancement department), including technology enhanced learning.
6. Oversee the monitoring of student progress and provide advice and guidance to personal tutors and students as appropriate, including oversight of the needs of students with special requirements and processes pertaining to mitigating circumstances.
7. Engage with the University Centre in working groups and committees as required.

Managing people

1. Contribute to the development of teams and individuals through the appraisal system and providing advice on personal development.
2. Act as a personal mentor to peers and colleagues.
3. Resolve problems affecting the quality of programme delivery and student progress.

Scholarship

1. Conduct individual or collaborative scholarly projects.
2. Identify sources of funding and contribute to the process of securing funds for scholarly activities.
3. Be aware and informed of developments in higher education relevant to the development of teaching and learning strategies within the Business School.

Communication

1. Disseminate conceptual and complex ideas to a wide variety of audiences using appropriate media and methods to promote understanding.

Liaison and Networking

1. Lead and develop internal networks for example by chairing and participating in Business School or University committees or working groups.
2. Act as an external examiner to other Institutions and provide professional advice as appropriate.
3. Lead and develop external networks for example with external examiners and assessors.
4. Develop links with external contacts such as other educational bodies, employers, and professional bodies to foster collaboration.

Teamwork

1. Lead teams within areas of responsibility.
2. Ensure that teams within the Business School work together.
3. Act to resolve conflicts within and between teams.

Pastoral care

1. Deal with referred issues relating to pastoral care of students, referring them to sources of further help if required.
2. Provide first line support for colleagues, referring them to sources of further help if required.

Initiative, problem solving and decision-making

1. Resolve problems affecting the delivery of programmes and modules in accordance with regulations.
2. Make decisions regarding the operational aspects of educational programmes.
3. Monitor student progress and retention.
4. Identify opportunities for strategic development of new programmes or appropriate areas of activity and contributing to the development of such ideas.

Planning and managing resources

1. Contribute to the overall management of the Business School in areas such as resource management, business and programme planning.
2. Be responsible for setting standards and monitoring progress against agreed criteria for area of responsibility.
3. Be involved in Business School level strategic planning and contribute to the Institution's strategic planning processes.
4. Plan and deliver consultancy or similar programmes and ensure that resources are available.

This job description summarises the main duties and accountabilities of the post and is not comprehensive: the post-holder may be required to undertake other duties of similar level and responsibility.

Person Specification

Competency	Essential	Desirable
Attainments/Qualifications	Possess a depth or breadth of specialist knowledge demonstrated by a PhD in accounting and/or finance, or equivalent, of the core knowledge relating to academic area in order to teach and support learning on academic area modules	Senior Fellow of the HEA
Skills and Understanding	Have experience of managing teams and/or functions in a busy environment with conflicting priorities. Possess an in-depth understanding of own specialism to enable the development of new knowledge and understanding within the field.	
Prior Experience	Have experience of teaching, curriculum development and	Have proven Leadership qualities in an HE environment.

	quality management and enhancement in an HE environment.	
Behavioural Characteristics	<p>Excellent written and verbal communication skills.</p> <p>Able to identify potential sources of funding.</p> <p>Able to communicate complex and conceptual ideas to a range of groups.</p> <p>Be a strategic thinker</p> <p>Able to participate in and develop external networks.</p> <p>Be able to demonstrate independent and self-managing working styles</p> <p>Have knowledge of tertiary education and be able to use a range of delivery techniques to enthuse and engage students</p>	



THE POST

College: University of Exeter Business School

Post: Associate Professor (Education and Scholarship) in Accounting and/or Finance

Reporting To: Head of Department

The above post is available immediately in the University of Exeter Business School.

Summary of post

This post is primarily to support research-informed teaching activities in the areas of accounting and/or finance. In particular they will manage and expand relevant income-generating programmes, provide leadership in the design and development of the overall curricula and significant contribution to the management of the development of teaching and learning strategies and academic standards for the subject areas of accounting and/or finance.

Main duties

Education and Learning Support

1. Oversee the design and development of the overall curriculum in accounting and/or finance.
2. Design, develop and deliver a range of programmes of study at various levels.
3. Lead the development and clarification of academic standards and quality for the subject area
4. Working closely with the Associate Dean for Education in the development and implementation of teaching and learning strategy.
5. Make a significant contribution to the development of academic policies across the Institution.

Scholarship

1. Publish high quality scholarly learning resources and/or books for wider dissemination.
2. Work at a national level to champion selected aspects of disciplinary pedagogy to further education.

3. Engage in scholarly research networks beyond the University.
4. Lead, as first author, on successful funding proposals.

Liaison and Networking

1. Lead and develop internal and external networks to foster collaboration and share information and ideas and to promote the subject and the Institution.
2. Participate in internal and external networks in relation to teaching and teaching funding, and consultancy.
3. Promote and market the work of the College in the subject area both nationally and internationally.
4. Contribute to the enhancement of research quality and thinking in the field by being involved in quality assurance and other external decision making bodies.

Managing people and managing resources

1. Act as line manager for matters relating to the employment of staff and ensuring the work is allocated fairly, according to skills and capacity.
2. Carry out the role of an Academic Lead i.e. sustaining a shared sense of direction for the discipline and a shared participation in the University and Colleges' success through engagement with University and College strategies ensuring decisions are taken forward effectively by all staff they lead enabling, supporting and celebrating individual achievement.
3. Take overall responsibility for the organising and deployment of resources within own areas of responsibility

Person Specification

1. Possess a depth or breadth of specialist knowledge demonstrated by a PhD (or equivalent) in accounting and/or finance (or related areas), and of the core knowledge in order to teach and support learning on accounting and/or finance modules.
2. Possess in-depth knowledge of specialism to enable the development of new knowledge, innovation and understanding in the field.
3. Be recognised as an excellent teacher nationally and have worked at a national level to champion selected aspects of disciplinary pedagogy to further education.
4. Possess a thorough understanding of institutional management systems and the wider higher education environment, including equal opportunities issues.
5. Have a record in attracting scholarship funding.
6. Have experience of designing and leading on educational projects regionally/nationally.
7. Ideally be a member of the HEA at Senior Fellow level or above.

Terms & Conditions

Our Terms and Conditions of Employment can be viewed [here](#).

Further Information

Please see our [website](#) for further information on working at the University of Exeter.