ROLE PROFILE

Job Title: Assistant Professor in Accounting (Teaching Focused)
School/Department: Nottingham University Business School
Job Family and Level: Research and Teaching Extended Level 5
Contract Status: Permanent
Hours of Work: Part-time 18 hours per week
Location: Jubilee Campus
Reporting to: Division Head, Accounting Division

Purpose of the New Role:
The purpose of the role is to provide high quality teaching and to contribute to the planning, design and development of objectives and materials for innovative degree programmes in the area of Accounting.

The post holder will develop new concepts and ideas and develop, and win support for teaching development proposals. This role may also include individual or collaborative teaching development projects.

The post holder will make a significant contribution to their academic unit via leadership and/or administrative management and/or co-ordination of specific initiatives.

Main Responsibilities

1. **Teaching**
   - To prepare and deliver lectures, seminars/tutorials in the area of Accounting and related research methods, at both undergraduate and postgraduate levels.
   - To undertake the supervision of undergraduate and postgraduate dissertations.
   - To participate in the assessments for initial and higher degrees and diplomas of the University and to act as invigilator in such examinations as required.
   - To support and comply with the University and School teaching quality assurance standards and procedures, including the provision of such information as may be required.
   - To contribute to the School’s strategic aims to develop and disseminate innovative teaching practices. To contribute generally to the development of teaching and teaching methods and assessments in the academic unit including planning, designing and developing objectives and material. To support professional accreditation activities within the School.

2. **Administration**
   - To undertake administrative work/management functions and generally to assist with efficient and effective completion of the work of the School and the University. This may include participation in relevant committees and working groups.
   - To act as a personal tutor for both undergraduate and postgraduate students as required.
   - To take part in and contribute to professional development activities and to engage in subject, professional and pedagogical research as required for their role: supporting teaching and development activities, and disseminating knowledge to the wider academic community where relevant.
   - To ensure compliance with health and safety requirements in all aspects of work.
   - Any other duties appropriate to the grade and role of the person appointed.
This job description may be subject to revision following discussion with the person appointed and forms part of the contract of employment.

### Knowledge, Skills, Qualifications & Experience

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<th>Qualifications/ Education</th>
<th>Essential</th>
<th>Desirable</th>
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<td><strong>Qualifications/ Education</strong></td>
<td>• A good postgraduate degree in a relevant discipline.</td>
<td>• Higher Education teaching qualification or equivalent.</td>
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<td>• PhD (or be close to completion or have equivalent senior level education experience) or a full professional accountancy/tax qualification.</td>
<td>• Membership of an appropriate professional teaching body, where appropriate.</td>
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<td><strong>Skills/Training</strong></td>
<td>• Ability to teach at both undergraduate and postgraduate levels in relevant subjects.</td>
<td>• Experience in developing on-line material.</td>
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<td>• Excellent oral and written communication skills, including the ability to communicate with clarity on complex and conceptual ideas to those with limited knowledge and understanding as well as to peers, using high level skills and a range of media.</td>
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<td>• Ability to devise, advise on and manage learning and research programmes.</td>
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<td>• Ability to design and deliver high quality and up-to-date course materials.</td>
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<td>• Ability to use a range of delivery techniques and technologies, including (where suitable) innovative pedagogies, such as simulations, flipping the classroom, and innovative enhancements to the classroom experience, e.g. blended learning, podcasts, etc., in order to inspire and engage students.</td>
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<td>• High level analytical capability to facilitate conceptual thinking, innovation and creativity.</td>
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<td>• Skills in counselling, pastoral care and motivating students.</td>
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<td>• Ability to manage resources and an understanding of management processes.</td>
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<td>• Ability to build relationships and collaborate with others, internally and externally.</td>
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<td>• Ability to manage projects relating to own area of work and the organisation of external activities such as placements and field trips.</td>
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<td><strong>Experience</strong></td>
<td>• Extensive experience within subject/discipline.</td>
<td>• Track record in development and delivery of teaching units.</td>
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<td>• Experience and achievement in chosen field, reflected in growing and consistent national reputation.</td>
<td>• Experience on devising, advising on and managing learning and research programmes.</td>
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<td>• Experience and demonstrated success in delivering teaching within an agreed quality framework.</td>
<td>• Experience of counselling, pastoral care and motivating students.</td>
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<th>Personal attributes</th>
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<tr>
<td><strong>Personal attributes</strong></td>
<td>• Integrity.</td>
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UNIVERSITY OF NOTTINGHAM
NOTTINGHAM UNIVERSITY BUSINESS SCHOOL

Assistant Professor in Accounting - Further Particulars

The University of Nottingham is one of the UK's most popular and respected universities with an international reputation for its research and teaching and campuses in the UK, China and Malaysia. The University's main UK campus is located in a beautiful park two miles from the centre of Nottingham - the thriving commercial and cultural capital of the East Midlands. Nottingham's central location and excellent transport links make it accessible from all parts of the UK and beyond.

Nottingham University Business School has excellent facilities on the University's purpose-built, modern Jubilee Campus, less than a mile from University Park campus. Jubilee Campus also accommodates the Schools of Education and Computer Science and recent developments include a new Entrepreneurship Centre, home to the Business School's Ingenuity Lab, and The GlaxoSmithKline Carbon Neutral Laboratory for Sustainable Chemistry on the 12 acre University of Nottingham Innovation Park (UNIP), which provides incubator space for new businesses, research and innovation.

Nottingham University Business School conducts world-class research and the results of the Research Excellence Framework (REF) 2014 confirm the School's status as one of the leading Business Schools in the country. Nottingham University Business School ranked sixth out of 101 institutions for Research Power (the measure of research performance which combines volume and quality). Its teaching has been rated as ‘excellent’ by HEFCE. As part of its ongoing development, the School has recently recruited to a significant number of new posts and currently has around 140 academic staff. Apart from its UK based operations, the Business School also delivers programmes at the University of Nottingham Ningbo, China, the University of Nottingham Malaysia Campus and in Singapore.

Further information about the School is available at: http://www.nottingham.ac.uk/business/

The School's achievements include:

- Full, five-year EQUIS accreditation for all operations in the UK, China, and Malaysia.
- AMBA (Association of MBAs) accreditation for all MBA programmes since 1993.
- We achieved excellent results in the NSS 2017, particularly in Accounting with 90% of students reporting overall satisfaction with their course.
- Course-level accreditations from a number of professional organisations including: Chartered Banker Centre of Excellence; CIPD; PwC and ICAEW; CIM; ACCA; NHS Leadership Academy; CFA Institute.
- The Nottingham MBA and Executive MBA programmes are globally ranked by The Economist.
- Nottingham was voted University of the Year for graduate employment in The Times Good University Guide 2017.

Main Research Activities

Quality research is central to the ethos and identity of the School. Following its significant success in the 2014 Research Excellence Framework (REF), the School's priority is to sustain its position in the top tier of UK business schools through the production and dissemination of research that is recognised as internationally excellent and which has a demonstrable and positive impact on wider communities of practice. The School research strategy is led by Professor Scott McCabe (Associate Dean for Research) who is supported by a Research Directorate with a senior representative from each of the School's eight divisions. As part of a comprehensive system of research support, the Research Directorate provides financial assistance for the dissemination of research at national and international conferences and also for pump priming high potential research projects.

The School hosts a number of research centres and institutes, which highlight specific areas of expertise, while the eight divisions of the School also form natural discipline-focused research communities. At the same time, there is a strong tradition of cross-divisional collaboration and an increasing emphasis on joint research programmes with other schools across the university as well as with a range of international partners.

The School hosts a range of programmes of research seminars, featuring international scholars, and operates an active visiting scholar programme. The development of group and individual research strategies is
encouraged through research ‘away days’ and faculty are also periodically able to apply for study leave in order to develop their research activities more intensively.

**Academic Divisions:**
- Accounting
- Finance, Risk and Banking
- Haydn Green Institute for Innovation and Entrepreneurship
- Industrial Economics
- Marketing
- Operations Management and Information Systems
- Organisational Behaviour and Human Resource Management
- Strategy and International Business

**Centres and Institutes:**
- The Haydn Green Institute for Innovation and Entrepreneurship (HGI)
- International Centre for Corporate Social Responsibility (ICCSR)
- Centre for Health Innovation, Leadership and Learning (CHILL)
- Centre for Risk, Banking and Financial Services (CRBFS)
- Centre for Research in the Behavioural Sciences (CRIBS)
- Africa Research Group (ARG)
- China Research Group (CRG)

**Accounting Division**

Accounting is a key subject in the Business School, with the broad and varied experience and expertise of our highly-qualified academic team enabling our division to deliver important courses across many of the programmes on offer. Our undergraduate programmes are accredited by professional accountancy bodies and lead to significant exemptions from professional examinations. The division is also home to the School's legal expertise and we provide teaching in business law at many levels.

Programmes which feature Accounting as a specialism include:
- BSc Finance, Accounting and Management
- BSc Accountancy
- MSc Accounting and Finance
- PhD Accounting

Divisional faculty undertake research in many aspects of both accounting and law, with particular expertise in the broad areas of:
- Market-based accounting research
- Voluntary disclosure
- Corporate governance
- Management accounting and control
- Taxation

For further information about the Division please see [http://www.nottingham.ac.uk/business/about/research/divisions/Accounting/](http://www.nottingham.ac.uk/business/about/research/divisions/Accounting/)