Role profile

<table>
<thead>
<tr>
<th>Job title</th>
<th>Job family and level</th>
</tr>
</thead>
<tbody>
<tr>
<td>Associate Professor in Accounting (Teaching Focussed) and UG Accountancy Course Director</td>
<td>Research and Teaching Level 6 (Teaching Focussed)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>School/Department</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nottingham University Business School</td>
<td>Jubilee Campus</td>
</tr>
</tbody>
</table>

Purpose of role

The post holder will be responsible for the education and student experience on the UG Accountancy Programme, providing leadership to the course team during the delivery and development of the degree course.

The post holder will contribute to teaching in the area of accounting on the range of programmes offered by the School at undergraduate, postgraduate and executive levels. The post holder will also be required to make an appropriate contribution to administration.

Main responsibilities

(Primary accountabilities and responsibilities expected to fulfil the role)

<table>
<thead>
<tr>
<th>% time per year</th>
<th>40%</th>
</tr>
</thead>
</table>

BSc Accountancy Course Director

- Lead the UG Accountancy course team
- Respond to course-specific queries from UG students
- Monitor the academic content of the course (including balance of assessments and AoL) and initiate changes where appropriate in consultation with the Director/Deputy Director of UG Programmes and relevant Heads of Departments
- Oversee course innovation in consultation with the Teaching Director to ensure relevance to the requirements of QAA, accreditation bodies, students, and industry
- Consult with PwC and ICAEW regarding all aspects of the course (this includes ensuring necessary updates are made to Agreements with PwC and ICAEW)
- Arrange and attend quarterly meetings with PwC and ICAEW
- Attend annual meeting with PwC and other Flying Start Universities
- Participate in bi-weekly catchup calls with PwC
- Evolve the course to enhance student employability
- Evolve the course to enhance personal and professional development of the students
- In consultation with the Director/Deputy Director of UG Programmes, UG Course Directors and APM ESE colleagues devise and implement initiatives which contribute to the enhancement of student experience (e.g., social events, visiting speakers, invites to relevant Department/Centre/Institute events)
▪ Build and maintain course cohesiveness and identity among students and within NUBS
▪ Where appropriate, consult with colleagues at UNMC and UNNC regarding any proposed amendments to the course
▪ Encourage involvement with the course of colleagues from the relevant Centres, Institutes or Departments
▪ Provide information and advice to the Head of Departments and Director/Deputy Director of the UG Programme on resource issues arising from the delivery of the course
▪ Support student well-being by consulting with colleagues as appropriate (e.g., NUBS Senior Tutors, EC officers, Social Sciences
▪ Support and Wellbeing Team; Business School Quality, Systems and Accreditation Team)
▪ In consultation with the Teaching Director identify training and development needs for the course team

Course Administration and Management
▪ Chair the UG Course Forum
▪ Participate in the UG Student/Staff Course Forum
▪ Participate in the LCF
▪ Participate in the Tri-campus UG Programme Forum
▪ Deliver course-specific induction sessions
▪ Consult with Student Services and Timetabling regarding September room bookings
▪ Arrange PwC on-campus training in September and January
▪ Marking and providing formative feedback to year 3 students on reflective essays written during placement
▪ Arrange student access to ICAEW learning system and materials (this includes ordering ICAEW books for students and distributing these to the students)
▪ Arrange and deliver full-day Induction, together with PwC, and provide Supplementary Handbook
▪ Consult with Student Services regarding module enrolment, approve student choices as required
▪ Present the course review at the UG Programme Annual Review;
▪ Consult with External Examiners ensuring feedback relevant to the course is dealt with appropriately
▪ Contextualise cohort performance and provide recommendations at internal and external Examination Boards
▪ Report to PwC and ICAEW regarding exam results, degree classification and progression
▪ Monitor the UG course team (on Microsoft Teams) and student reps feedback. Cover the maintenance of these duties in the Deputy Directors absence
▪ Monitor student progression and completion rates
▪ Attend graduation and prize-giving ceremonies
▪ Organise and deliver graduation celebration, in collaboration with PwC and ICAEW
▪ Oversee amendments to the course specification as needed
▪ Provide advice and input on QSC cases
▪ Provide input into School Enhancement plan including APP as appropriate

Recruitment and Admissions
- Attend open days and offer holder days
- Deliver Insight event

**External Engagement, Accreditation and Rankings**
- Research, gain and manage relevant course level accreditations with external bodies
- Manage relationships with organisations involved in course delivery as appropriate
- Ensure students who want accreditation fulfil the relevant criteria
- Develop links with relevant external organisations. For example, through external speakers and prizes for best students
- Support the Teaching Director in the continuous improvement in relation to measures of student satisfaction (e.g., NSES, NSS)
- Support accreditation activities (e.g., AACSB, EQUIS, PRME, Athena Swan) as appropriate

<table>
<thead>
<tr>
<th>2</th>
<th><strong>Teaching</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>- To contribute to course and curriculum design and development, including professional accreditation and course management</td>
<td></td>
</tr>
<tr>
<td>- To prepare and deliver lectures seminars/tutorials at both undergraduate and postgraduate levels</td>
<td></td>
</tr>
<tr>
<td>- 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</td>
<td></td>
</tr>
<tr>
<td>- 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</td>
<td></td>
</tr>
</tbody>
</table>

40%

<table>
<thead>
<tr>
<th>3</th>
<th><strong>Administration</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>- To undertake administrative 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.</td>
<td></td>
</tr>
<tr>
<td>- To act as a personal tutor for undergraduate students as required.</td>
<td></td>
</tr>
<tr>
<td>- To take part in and contribute to staff development activities consistent with continuous professional development.</td>
<td></td>
</tr>
<tr>
<td>- To ensure compliance with health and safety requirements in all aspects of work.</td>
<td></td>
</tr>
<tr>
<td>- Any other duties appropriate to the grade and role of the person appointed.</td>
<td></td>
</tr>
</tbody>
</table>

15%

<table>
<thead>
<tr>
<th>4</th>
<th><strong>Research</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>- Teaching-focused members of the Division are expected 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.</td>
<td></td>
</tr>
</tbody>
</table>

5%
## Person specification

<table>
<thead>
<tr>
<th>Skills</th>
<th>Essential</th>
<th>Desirable</th>
<th>Qualifications, certification and training (relevant to role)</th>
</tr>
</thead>
</table>
|                                             | ▪ Ability to teach at undergraduate and professional levels in relevant subjects  
▪ Excellent communication and interpersonal skills  
▪ Evidence of significant administrative role/skills  
▪ Ability to build relationship with external corporate partners, including professional accountancy bodies and firms  
▪ Ability to work to deadlines and prioritise tasks  
▪ Ability to work well in a team  
▪ Ability to design and deliver teaching and learning programmes  
▪ Proven skill in coaching and developing others in best practice techniques  
▪ Development and organisation of teaching activities  
▪ Willingness to develop and pursue engagement with practice | ▪ Ability to teach Business Planning: Taxation; Tax Compliance; Principles of Tax; and Advanced Management Accounting | ▪ A degree in a relevant subject area  
▪ Full professional accounting qualification (with ICAEW, ACCA, ICAS or Chartered Accountants Ireland)  
▪ Postgraduate qualification in teaching or relevant teaching experience | ▪ A master’s degree and/or PhD in a relevant discipline |
| Knowledge and experience                    | ▪ Teaching experience in relevant subjects at HE level or professional accountancy exam training company  
▪ Teaching experience at an advanced level in auditing and financial reporting and/or other subjects relevant to professional accountancy qualifications  
▪ Experience in professional accreditation with an accountancy body  
▪ Experience in degree programme management  
▪ Experience of pastoral support role  
Achievement in teaching as shown by:  
▪ A record of excellence in undergraduate and/or graduate teaching; evidence of innovation in curriculum development, course design and course delivery; commitment of delivery of quality services to students,  
▪ AND/OR Involvement in the development of policy and administrative matters within the Faculty and University.,  
▪ AND/OR Proven skills of leadership in teaching and curriculum development underpinned by scholarship. | ▪ Experience in a large professional accountancy firm  
▪ Experience of marketing and promotional activity across a range of channels  
▪ Participation in academic networks |
Expectations and behaviours

The University has developed a clear set of core expectations and behaviours that our people should be demonstrating in their work, and as ambassadors of the University’s strategy, vision and values. The following are essential to the role:

**Valuing people**
Understands that it is essential to provide a structure that people can thrive in. Knows how to communicate with people to create a healthy working environment and get the best out of people.

**Taking ownership**
Communicates vision clearly, providing direction and focus. Knows how to create a productive environment where people are inspired and can work cross-departmentally in partnership.

**Forward thinking**
Has the ambition to be a pioneer in own area, anticipating the future change, needs and challenges. Knows how to innovate within their work context and champions others to be inspired to be part of this ambition.

**Professional pride**
Keeps up to date on latest thinking, trends and work practices. Supports team to be thought leaders; willing to challenge if obstacles get in the way.

**Always inclusive**
Establishes far reaching partnerships, well beyond own area across a broad range of networks. Understand role to pay due regard to the needs of the whole community.
Key relationships with others

Line manager

Associate Professor in Accounting
(BSc Accountancy Course Director)

Role holder

Key stakeholder relationships

- Direct Reports
- Colleagues
- Students

Head of Department
(Accounting Department)