

Job Title:	LECTURER IN ACCOUNTING AND FINANCE
Responsible to:	SUBJECT LEAD IN ACCOUNTING AND FINANCE
Functional Liaison with:	Course Directors Course Teams Staff both within and outside the School as required
Main Purpose:	To teach on a range of programmes in Accounting and Finance. To contribute to the continuing development of courses and administration within the department.
Maximum Annual Teaching Hours:	900 (Lecturer 1)

Main Duties and Responsibilities

The following duties are not shown in order of priority or frequency, nor is the list comprehensive, but rather an indication of the type and level of duties expected of the post.

1. Teach and assess on a range of FE Accounting and Finance programmes as required by the Head of Department.
2. Participate in the development of existing and new course programmes and to assume responsibility for areas of work as appropriate.
3. Participate in School and Course Team meetings, curriculum planning and materials development as appropriate.
4. Assist with marketing and publicity of all courses within the School as required
5. Attend parent, career, employer and other evenings as appropriate
6. Liaise with schools, moderators, assessors, external verifiers, awarding bodies and professional industrial bodies as appropriate.
7. Liaise with internal and/or external verifiers as appropriate

8. Participate in College, Faculty and School initiatives, to ensure updating of skills in line with personal and professional development.
9. Carry out general duties attached to the post on the College premises.
10. Teach at any of the College's learning centres.
11. Undertake any other duties commensurate with the grade as directed by the Head of Department.

Person Specification

<u>Essential</u>	<u>Desirable</u>	<u>Evidence</u>
<p><u>Qualification:</u></p> <ul style="list-style-type: none"> • A degree in Accounting or Business Studies or an equivalent relevant professional qualification (AAT, ACCA, CIMA or equivalent) • Teaching Qualification or Willingness to undertake any training or development as or when appropriate. It is a requirement that all new entrants to teaching obtain the Certificate in Education (or equivalent) within 2 years (if full time) or 4 years (if part time) of taking up the post. <p><u>Knowledge/Skills</u> Good communication skills. Good customer service skills.</p> <p><u>Experience:</u></p> <ul style="list-style-type: none"> • Sound knowledge of general business studies and accountancy. • Knowledge of accountancy and enterprise <p><u>Personal Qualities:</u></p> <p>Ability to work with young people in a supportive and patient way. Ability to work as part of a team.</p>	<p><u>Qualification:</u></p> <p>Teaching Qualification</p> <p><u>Knowledge/Skills:</u></p> <p><u>Experience:</u> Experience of working with young people.</p> <p><u>Personal Qualities:</u></p>	<p>I, A,</p> <p>P, A, I, T,</p> <p>A, I,</p> <p>A, I,</p>

KEY: A-APPLICATION, I-INTERVIEW, P-PRESENTATION/MICROTEACH, T-TEST

Conditions of Service

1. New appointments to the College are subject to a twelve month probationary period.
2. This College is committed to safeguarding and promoting the welfare of young people and vulnerable adults and expects all staff and volunteers to share this commitment.
3. The job description is current at the date shown; it may change from time to time in negotiation with the post holder.

General Data Protection Regulations (GDPR)

In line with national legislation, and organisational policy, all data will be processed in a fair and lawful way, for the specific purpose and not disclosed in any way incompatible with such purpose or to any unauthorised persons or organisations.

Equal Opportunities

In accordance with the Equality Act 2010 the college operates a policy of equality and diversity which protects employees, students and people who access the College's goods, services and facilities, from discrimination on the basis of 'protected characteristics' which include: age, disability, gender, reassignment, marriage and civil partnership, pregnancy and maternity, race (colour, nationality and ethnic or national origins.), religion or belief, sex and sexual orientation.

DBS

The successful applicant will be required to complete and obtain a standard or enhanced disclosure check (role dependant) from the Disclosure and Barring Service. The cost of processing this will be £44 (Enhanced) or £26 (Standard) and you will be required to make payment online via the safeguarding website before your employment commences. Further information about the Disclosure and Barring Scheme can be found at www.homeoffice.gov.uk or by speaking to a member of the Human Resources department.