

Job Description

Job title	Head of Subject: Accounting & Finance
School / department	Claude Littner Business School
Grade	8
Line manager	Dean of the Claude Littner Business School
Responsible for (direct reports)	Line management of staff in Accounting & Finance Subject
Date of creation or review	13/08/2025

Main purpose of the job

As part of the Claude Littner Business School (CLBS) senior team, the post holder will provide clear strategic and operational leadership for the subject area of Accounting and Finance, supporting the vision and strategic objectives of the Claude Littner Business School to develop its portfolio in Accounting and Finance.

The leadership should be in alignment with the School, and University strategic plans and the University's policies and procedures, with a particular emphasis on quality assurance, enhancement and the student experience.

Key areas of responsibility

Strategic

- Work with the Dean of the School and as a member of the School executive to develop and deliver the School strategic plan.
- Enhance academic leadership within and beyond accounting and finance by providing, in partnership with the Dean, a coherent vision for teaching, learning, research, knowledge exchange, scholarship, enterprise and employer engagement.
- Develop and maintain effective relationships with collaborative partners and other stakeholders, in line with University strategies and policies. Promote and maintain the reputation of the School through building and sustaining external connections both within the UK and globally.
- Attract, manage and retain internationally recognised staff to ensure academic excellence, ensuring their development, appraisal and performance review, and effective deployment in alignment with the business need of the School and with the University's policies and procedures.
- In collaboration with the University's Head of Quality and Standards, the Dean of the School, and Quality Lead of the School, oversee quality compliance and enhancement in all areas of the School's operation.
- Working with the Dean, the Research and Knowledge Exchange Lead and Knowledge Exchange Champion, identify and deliver achievable research, knowledge exchange and enterprise income generation targets and ensure that the School is positioned to take advantage of funding initiatives both within the UK and internationally.

Operational

- Support an outstanding student learning experience by ensuring effective arrangements are in place for the delivery, quality assurance and enhancement of all courses and modules and develop where possible new forms of learning that transcend time and place.
- Promote the continuing enhancement of the curriculum, quality assurance processes and student experience in line with national and local expectations by ensuring that the design and delivery of all courses within Accounting and Finance (irrespective to level) maintain currency including chairing Progression and Award Board(s).
- Ensure an effective and proactive employer engagement strategy is adopted and implemented so that relevant business and employability skills are integrated into the curriculum and that all students benefit from exposure to practical business experience.
- Ensure that the provision of student engagement and feedback processes and the delivery of student support processes, comply with University requirements.
- In collaboration with internal and external stakeholders, drive the development of a dynamic and innovative portfolio of taught postgraduate programmes supportive of the University's strategic plan.
- Implement comprehensive, accurate and timely timetabling and workload allocation processes, ensuring effectiveness, efficiency, equity and fairness.
- Working with the Student Recruitment Lead in the School and in partnership with the relevant central services, manage the development of marketing, recruitment, admissions, retention and progression plans for Accounting and Finance, and ensure that targets and performance indicators are agreed and met.
- Undertake teaching and research or consultancy, income generation, professional activities and publication relevant to the subject area.
- Effectively support the School's budget management in line with the University's resource allocation model, ensuring the highest standards of financial probity and ensure that the subject's activities comply with the University's financial regulations; academic and quality assurance arrangements; value for money objectives and the School and University plans.
- Take responsibility for regular and effective communication within the School and across the University in the course of performing their duties.
- Actively support the academic and business operations of the University through contribution to and membership of School and University working groups and committees.
- Demonstrate personal commitment to the promotion of equality, diversity and inclusion throughout the School and University.
- Represent the University and School and undertake other appropriate tasks, as requested by the Dean of the School.

Dimensions / background information

Person Specification

	Criteria	Essential or Desirable ¹	Demonstrated ²		
			Application	Interview	Test / Exercise
Qualifications and/or membership of prof. bodies	First degree &/or Masters in accounting and finance	Essential	X	X	
	Doctorate in accounting and finance	Essential			
	Fellowship of an accountancy professional body relevant to School's accreditation – ACCA or ICAEW	Essential			
	HEA Fellowship	Essential			
	HEA Principal Fellowship or Senior Fellowship	Desirable			
	Member of steering committee or governing board of Accountancy professional body.	Desirable			
Knowledge and experience	Established record in the leadership of staff and students in higher education	Essential			
	Demonstrable track record in strategic and operational management and planning in HE	Essential			
	Demonstrable ability to manage staff and associated resources to achieve School and University goals	Essential			
	Significant experience of course leadership and curriculum development across a range of levels and courses	Essential			
	Track record of leadership or active and significant contribution in external quality assessments (including TEF and NSS), and attaining external recognition and accreditation; strong experience of quality assurance and enhancement	Essential			
	Experience of developing and maintaining effective	Essential			

	relationships with collaborative partners				
	Appreciation of the UK higher education system	Essential			
	Strong links with business and industry with significant industry specific experience and experience of undertaking research &/or enterprise activities at the University: Business interface	Essential			
	Demonstrable record of scholarship including relevant contributions to at least one of the following areas; pedagogy, professional practice, research or enterprise	Essential			
	Experience of doctoral supervision	Essential			
	Experience of financial planning and resource allocation	Desirable			
	Experience of leading and successfully implementing change	Desirable			
	Experience of designing, developing & implementing innovative training/educational programmes at an advanced level.	Desirable			
	Successful record of PhD supervision through to completion	Desirable			
	Business interface - Strong links with, and significant experience of working with business and industry; experience of leading and developing or undertaking externally funded research and/or externally funded knowledge exchange activities (such as KTP) at University; experience of leading and developing income-generating executive short courses for business clients at University.	Desirable			
	Experience of developing, embedding and successfully	Desirable			

	implementing innovative teaching and learning practices.				
	Experience of knowledge co-creation with UG/PG taught students that has led to students publishing in academic conferences/journals or press release.	Desirable			
	Experience of organising external academic conference (including track chairing)	Desirable			
Specific skills to the job	Academic planning and organisation	Essential			
	Enhancing teaching and learning support	Essential			
	Team development	Essential			
General skills	Initiative and problem solving	Essential			
	Decision making	Essential			
	Liaison and networking	Essential			
	Excellent interpersonal skills	Essential			
	IT skills	Essential			
	Excellent team working and communication skills	Essential			
	Flexible approach	Essential			
	A can-do attitude	Essential			
	High level of integrity and ethical leadership	Essential			
Other					

Disclosure and Barring Scheme Is a DBS Check required: ☒ DBS ☐ This post does not require a DBS check

Before making a selection, please refer to the University's [Disclosure and Barring Checks Guidance for Staff](#) and [Criminal Convictions, Disclosures and Barring Staff Policy and Procedure](#). If a DBS check is required for the role, a **Check Approval Form** will need to be completed.

¹**Essential Criteria** are those, without which, a candidate would not be able to do the job. Applicants who have not clearly demonstrated in their application that they possess the essential requirements will normally be rejected at the shortlisting stage.

Desirable Criteria are those that would be useful for the post holder to possess and will be considered when more than one applicant meets the essential requirements, to determine which applicants to shortlist.

²**Demonstration:** Select the Recruitment Process stage at which the candidates will have to demonstrate that they meet the criteria. Criteria which have to be demonstrated at application stage should be mentioned in the Recruitment Information Pack as Pre-Selection/Killer Questions, Shortlisting Questions or Shortlisting Criteria. Other criteria should be evaluated and tested at interview stage (e.g. through interview questions) or through additional tests, exercises or presentations. Criteria can (and should) be demonstrated at multiple stages.