

*Presentation pattern*    October to June

*Module description*

B124 Fundamentals of accounting provides a broad introduction to accounting study at university level. It covers the fundamentals of financial and management accounting as well as the essential skills, knowledge and ethics required to be a professional accountant. The module is also suitable for general management study as it deals with preparing and understanding financial reports based on the double-entry bookkeeping system. Such a system is essential for the management of any organisation. Management students will also benefit from other accounting material in B124 that focuses on measuring management performance and improving financial planning, control and decision-making.

*Person specification*

The person specification for this module should be read in conjunction with the [generic person specification](#) for an associate lecturer at The Open University.

As well as meeting all the requirements set out in the generic person specification, you should be able to:

- demonstrate recent experience of teaching accounting-related subjects or working as an accountant with chartered status.
- have either a first degree in Accounting or Business Studies, OR a non-Business degree plus a post graduate qualification in an Accounting or Business related subject, OR a professional qualification in Accounting from a Chartered body.
- provide evidence of experience in teaching and/or coaching adults (substantial coaching, facilitation and training experience in the workplace will be considered as an alternative to formal teaching, although additional weighting will be given to candidates with HE teaching experience at undergraduate level and particularly at Level 1).
- have experience of using synchronous and asynchronous online media in a teaching and learning environment (candidates using commercial workplace equivalents will be considered, although greater weighting will be given to candidates with teaching experience through Adobe Connect, BlackBoard, Collaborate or other HEI bespoke equivalents).
- demonstrate academic credibility in areas of accounting that relate to B124 and beyond. Students will work on concepts and in areas such as: dual aspect accounting, ethics, basic financial statements for sole traders, manufacturing accounts, computer assisted accounting, cost classification and cost behaviour, accounting control systems and management planning and decision-making.
- have experience in supporting students to achieve learning outcomes, particularly study skills identified for; academic writing, numerical literacy, digital literacy and critical thinking.
- demonstrate knowledge of current issues and developments in the area of Accounting, preferably in both a UK and non-UK context

*Additional information*

Core elements of the generic person specification should be included, candidates should address in particular:

- Experience of working with diverse student cohorts and awareness of differing needs.
- Availability and accessibility to students.
- Good written communication skills in English.
- Facilitation skills for those new to tertiary education

The module team is particularly keen to develop the support we give to students through the virtual learning environment and online tutorial provision, and would welcome applications from those with enthusiasm for and experience in using this form of teaching alongside face-to-face teaching.

You will be expected to:

- Run face-to-face day schools (or equivalent time online).
- Facilitate online forums and work with Adobe Connect (there are 4 Adobe Connect sessions for students. Staff development will be available for candidates, as appropriate).

*Module related details - a full explanation can be found on the website*

Credits awarded to the student for the successful completion of a module:	30
Number of assignments submitted by the student:	3
Method of submission for assignments:	2
Level of ICT requirements:	3
Number of students likely to be in a standard group:	20
Salary band:	4
Estimated number of hours per teaching week:	4