

## SCHOOL OF BUSINESS AND MANAGEMENT

### Part-Time Lecturers – Accounting and Finance

1. **Post Graduate Diploma (Level 7)**
2. **Pre-College and Undergraduate Diplomas (Levels 3, 4, 5)**

#### Job Description

#### Ideal Candidate Profile

As an experienced or aspiring, lecturer, you are a practitioner with hands-on skills and bring domain competencies. You offer experience, personal management skills, subject matter expertise, and best practices to provide rich and authentic learning experiences.

1. **Specific Requirements: Post Graduate Diploma (Level 7) Accounting and Finance**

You will be an industry practitioner with a professional doctorate or equivalent in the subject matter with least two (2) years teaching or research experience at a tertiary level

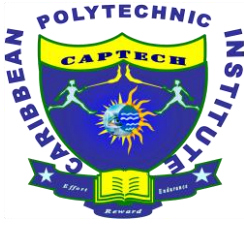
2. **Academic Requirements: Levels 4, 5 in Accounting and Business**

You will be an industry practitioner with a Master's Degree or equivalent in the subject matter with least two (2) years teaching or research experience at a tertiary level

3. **Academic Requirements: Levels 3 Diploma in Accountancy**

You will be an industry practitioner with a Bachelor's Degree or equivalent in the subject matter with least two (2) years teaching experience.

- **Experience** - You will be an industry practitioner with:
  - 1) the capability to transfer knowledge/concepts relating to the learning outcomes in a way that is easy to understand
  - 2) the capability to mentor and support learners around the programme activity schedule, synchronously or asynchronously to help learner's complete cognitive and performance activities that count to the learners' overall assessment.
  - 3) capability to transfer knowledge including practical skills, methods and techniques.
  - 4) ensure that teaching design and delivery and assessment comply with the quality and educational standards and regulations of the department.



- **Personal Management Skills** - You will have excellent English language, computer and information literacy skills.
- **Subject Matter Expertise** - You will have subject matter expertise in one or more of the following levels of learning and proficiency:

#### Level 3

- Recording Financial Transactions
- Management Information
- Maintaining Financial Records

#### Level 4

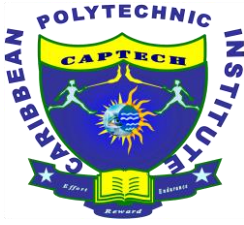
- The Accountant's Environment
- Quantitative Methods
- Financial Accounting
- Management Accounting
- Management Concepts and Practice
- Business Economics

#### Level 5

- Financial Management
- Financial Planning and Control
- Financial Reporting
- Taxation Principles and Practices
- People Management
- Business Ethics and Corporate Social Responsibility

#### Level 7

- Strategy and Global Finance
- Strategic Financial Management
- Strategic Auditing
- Ethical Behaviour and Corporate Governance
- Corporate Reporting
- Financial Analyst



- **Key Performance Areas** – teaching and learning, curriculum development, research and publication
- **Best Practices.** You will be familiar with the best practices, methods and techniques, as well as the ability to mentor the learner to apply these best practices, methods and techniques to real-world projects and/or to simulated projects.
- **Remuneration.** Excellent hourly rates are offered, with rates commensurate with experience.

**Application process:**

To apply, please e-mail ([recruitment@captech.edu.jm](mailto:recruitment@captech.edu.jm)) your resume and all other relevant documentation to Staff Recruitment and Selection, Caribbean Polytechnic Institute, 22B Old Hope Road, Kingston 5