



JOB DESCRIPTION FOR TUTOR IN FINANCIAL ACCOUNTING

Title:	Tutor in Financial Accounting
School/Division:	Faculty of Business and Tourism Studies(FBTS)
Category:	Teaching & Training
Stream	Higher Education
Reports to:	Head of Department/School and Dean of Faculty
Location/Campus:	SINU, Kukum Campus

1. SUMMARY OF DUTIES

The successful applicant will assist the lecturer(s) in the delivery of various courses in Financial Accounting at the undergraduate level. Tutors may also be required to teach at the pre-degree level. Tutors are expected to enroll part-time in the University's postgraduate program in Accounting.

2. MAIN DUTIES AND RESPONSIBILITIES

Teaching and Learning

- Carry out all standard duties related to tutoring in an academic institution. SINU requires staff in the Higher Education stream to carry a workload of, on average, 12 to 16 hours of contact hours per week. The rest of the time is to be devoted to non-contact aspects of teaching & learning, including programme development and reviews (estimated to average 10 hours per week), and post-graduate studies.

Post-Graduate studies

- Staff in the higher education stream are expected to carry out Post-graduate studies in their fields on a part-time basis at the University.

Administration & General Responsibilities

- Staff in the higher education stream may participate in professional, community, and outreach activities relevant to the programme or professional interests of the staff. Staff are also expected to participate in University-wide activities commensurate with the roles and responsibilities of an academic.



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MINIMUM QUALIFICATION

- A Postgraduate Diploma in Accounting; or
- A Bachelor's degree in accounting with an overall GPA of 3.0 or above and with sound tertiary tutoring experience of at least 3 years, and/or with a professional accounting practice of at least 6 years.

Restriction

- This position is reserved for nationals of the Solomon Islands. Only in situations where there is a demonstrated need for tutoring support, and where nationals of the Solomon Islands with the MQRs are unavailable, would the University hire non-nationals.

TERMS AND CONDITION

The position is for five (5) years under an employment contract. Remunerations and benefits will be according to the SINU Salary level for Tutors under the teaching stream. The contract is renewable subject to good performance