



## POSITION DESCRIPTION

<b>Position:</b>	Accounting Lecturer and Tutor
<b>Department:</b>	PS-Teaching & Learning
<b>Reporting to:</b>	Subject Leader, Accounting
<b>Directly Supervising:</b>	Nil
<b>Salary Range:</b>	Casual hourly rates as set out for a 'Teacher' in the Educational Services (Post-Secondary) Award 2020.
<b>Contact:</b>	Wendy Cai, Email: <a href="mailto:scai@trinity.unimelb.edu.au">scai@trinity.unimelb.edu.au</a> Phone: 03 8341 0949
<b>Date:</b>	April 2025

## POSITION SUMMARY

The Trinity College Foundation Studies Program (TCFS) is a pre-university course that qualifies overseas students for entry to the University of Melbourne and other Australian universities.

The Foundation Studies Accounting course prepares students for study at university level and introduces basic accounting tools to prepare students for analyzing and interpreting financial statements and management documents, including balance sheets, income statements, assets, and liabilities, costing and profit.

The role of Accounting Lecturer will require delivering course curriculum in the form of lectures and tutorials. Additionally, there is administration of assessment and correction of the subject, report writing, mentoring, availability to students and other duties relating to the subject and the broader program.

We are inviting suitably qualified and experienced applicants who have demonstrated experience teaching similar subject matter content at High School, Foundation Studies or University Level.

## SELECTION CRITERIA

### Essential:

1. A (tertiary) qualification relevant to the role.
2. Demonstrated work experience of at least two years teaching Accounting to students at the Foundation Studies, VCE, or University level in a face-to-face setting. Evidence of strong teaching evaluation results will be highly regarded.
3. High level interpersonal and communication skills (written and oral) within a culturally diverse education community or similar environment.
4. A commitment to academic excellence and an understanding of Australian educational practices
5. Demonstrated experience in maintaining confidential records and performing administrative tasks related to teaching.
6. Demonstrated experience of positively contributing to and working within a team environment and independently.





7. Well-developed keyboard skills and computer literacy in Microsoft Applications and capability to operate AV equipment.
8. An understanding of and commitment to compliance of Occupational Health and Safety requirements.

**Further Information:**

- Applicants must be Australian Citizens, Permanent Residents or hold a valid work permit or visa. If called for interview evidence of status will be required
- The successful applicant must have, or be in the process of securing, a Working with Children approval.
- Applicants will be required to bring originals or certified copies of academic and other qualifications if called for interview.

**KEY RESPONSIBILITIES**

Accounting teachers are required to:

1. Prepare and deliver lectures and tutorials face-to-face, contribute towards classroom materials and assessment tasks.
2. Provide individual attention to assist students outside of class time (approximately 1 hour per class).
3. Write term reports and mark student work.
4. Contribute to ongoing program development.
5. Engage in the College's Student Mentoring Program.
6. Assist in student orientation activities.
7. Attend departmental meetings.
8. Attend occasional staff meetings and conferences.
9. Undertake relief teaching for staff on leave when needed.

**CHILD SAFETY**

Trinity College is committed to providing a safe, secure, disciplined and quality learning and residential environment in which all students can develop their individual talents, interests and abilities through a curriculum that fosters the intellectual, physical, social and moral development of the student. The College is committed to the safety of all children including those from culturally and/or linguistically diverse backgrounds.

**OCCUPATIONAL HEALTH AND SAFETY (OHS)**

All staff are responsible for safe work procedures and instructions.

**All Employees must:**

- Comply with the Trinity College OHS Policy
- Cooperate with your employer about any action they take to comply with the OHS Act or Regulations.
- Comply with safe work practices, with the intent of avoiding injury to yourself, others and damage to plant and equipment
- Comply with any direction given by management for the intent of health and safety
- Report all accidents and incidents that occur in the workplace immediately





- Report all known or observed hazards to ensure corrective actions are implemented to avoid reoccurrence
- Adopt work practices that support OHS in the workplace.
- Seek guidance for all new or modified work procedures implemented within the workplace
- Participate in meetings, training and other environment, health and safety activities as required

## TRINITY COLLEGE

Founded in 1872 as the first college of the University of Melbourne, Trinity College is a unique tertiary institution that provides a diverse range of rigorous academic programs for more than 1,500 talented students each year from across Australia and around the world. These programs include:

- The Residential College for undergraduate students of the University of Melbourne, both resident and non-resident.
- The Pathways School, including Trinity College Foundation Studies (TCFS), a one-year course which prepares able overseas students for undergraduate entry to the University of Melbourne and other leading Australian universities.
- Trinity College Theological School (TCTS), which offers degree and other courses for training an forming Anglican clergy and others, on campus, online and in parishes.

Trinity has values of:

- Being respectful of ourselves and others
- Aspiring for excellence
- Seeking diversity and inclusivity
- Acting with integrity
- Fostering a sense of belonging

Trinity promotes academic excellence across a balanced, all-round education that includes both 'breadth' and 'depth' of content, together with the development of ethical values, personal integrity, leadership and social responsibility. A Trinity education is further characterised by a high level of international engagement and a strong commitment to equity and diversity.

These educational programs are supported by the College Library, Art Collection and Archives, Information Technology, the College Chapel and Chaplaincy, Music – including a world-class Choir – Marketing, Communications and Events, Human Resources, Property and Facilities Services, and Finance and Administration. The Advancement Office and Trinity College Foundation undertake friend-raising and fund-raising activities that benefit the College as a whole.

An Anglican institution, Trinity welcomes people of all faiths and none. The College celebrates, and is enriched by, the diversity of backgrounds of its staff and students.

