

## JOB DESCRIPTION

<b>Vacancy reference:</b>	SRF29437
<b>Post Title:</b>	Associate Professor in Accounting and Financial Management (Teaching Intensive)
<b>Grade:</b>	Grade 8
<b>School/Department:</b>	Henley Business School/Business Informatics, Systems and Accounting (BISA)
<b>Reports to:</b>	Head of BISA

### Purpose

We are seeking to appoint an Associate Professor in Accounting who will undertake teaching and administration in the area of accounting and financial management.

In particular, the postholder is expected to contribute to teaching in financial accounting and reporting at undergraduate and postgraduate levels as well as financial management in Henley's MBA programmes. As a senior member of staff, the postholder is also expected to take on appropriate leadership roles within the School and Department.

### Main duties and responsibilities

A successful appointee is expected to contribute to teaching, scholarship and administration.

The appointee is expected to:

- Teach a range of modules in accounting and financial management as agreed by the Head of Business Informatics, Systems and Accounting (BISA); for this post, the appointee is expected to contribute to teaching in the area of financial accounting and reporting and financial management;
- Engage in scholarship to keep up-to-date with latest developments and thinking in accounting, leading to innovation in teaching and learning;
- Take on administrative duties as well as academic leadership and citizenship activities appropriate for his/her expertise and experience.

Teaching will include the delivery of modules in the areas of financial accounting and reporting and financial management, together with appropriate assessment and feedback, project/dissertation supervision and academic tutoring. Providing students with an effective learning experience is expected, by fully engaging with their teaching/learning.

Administration will include module convening and may include other roles within the Department or School, along with business engagement and programme outreach activities as appropriate. As a senior member of academic staff the appointee is expected to lead new initiatives and take on leadership roles.

Henley Business School is a large diverse community including students, faculty, professional and administrative staff, alumni and a wide range of corporate contacts. As part of the Business School community, all faculty are expected to play an active part in that community both internally and externally.

**Supervision received**

Newly appointed staff will receive general guidance from the Head of BISA and other experienced staff.

**Contact**

The work will involve liaison and coordination with academic and administrative staff in Henley Business School, and may involve colleagues across the University on both the Greenlands and Whiteknights campuses, University of Reading Malaysia, as well as within Henley's international partner network. It will also involve contact with a range of external organisations including commercial clients, accreditation bodies, professional bodies and employers.

**Terms and conditions**

The terms and conditions will be standard terms and conditions for Associate Professor at the University of Reading.

This document outlines the duties required for the time being of the post to indicate the level of responsibility. It is not a comprehensive or exhaustive list and the line manager may vary duties from time to time which do not change the general character of the job or the level of responsibility entailed

**Date assessed: June 2019**

# PERSON SPECIFICATION

Job Title	School/Department
Associate Professor in Accounting and Financial Management (Teaching Intensive)	Henley Business School/Business Informatics, Systems and Accounting

Criteria	Essential	Desirable
<b>Skills Required</b>	<ul style="list-style-type: none"> <li>• Demonstrable ability in excellent Teaching &amp; Learning practice, impacting on the student experience/ outcomes, sustained over the years</li> <li>• Demonstrable ability in contributing to teaching and learning strategic initiatives at disciplinary, interdisciplinary, School or University levels</li> <li>• Demonstrable ability to develop and apply new pedagogies or innovative teaching methods appropriate for the target audience</li> <li>• Demonstrable ability to build relationships with external partners</li> <li>• Strong oral and written communication skills</li> <li>• Excellent presentation skills</li> <li>• Excellent team-working skills</li> </ul>	<ul style="list-style-type: none"> <li>• Understanding and experience of university administrative processes and procedures</li> </ul>

<b>Attainment</b>	<ul style="list-style-type: none"> <li>• Degree level or equivalent qualification</li> <li>• PhD/DBA in Accounting or related discipline OR a globally recognised professional accounting qualification</li> </ul>	<ul style="list-style-type: none"> <li>• A higher education teaching qualification such as Fellowship of Higher Education Academy</li> </ul>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• Specialist knowledge of theories and contemporary practice in the field of accounting and financial management to be able to provide teaching and curriculum design</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of quality assurance procedures in UK higher education.</li> <li>• Knowledge of sub-disciplines and cognate areas sufficient to be able to teach outside areas of expertise</li> </ul>
<b>Relevant Experience</b>	<ul style="list-style-type: none"> <li>• Substantial experience in teaching accounting and financial management</li> <li>• Evidence of academic leadership</li> <li>• Demonstrable ability to develop innovative approaches to teaching and learning</li> </ul>	<ul style="list-style-type: none"> <li>• Professional experience of working in the area of accounting and financial management</li> <li>• Teaching in MBA, executive and corporate programmes</li> </ul>
<b>Disposition</b>	<ul style="list-style-type: none"> <li>• Enthusiasm for and commitment to high-quality teaching</li> <li>• Enthusiasm and commitment to play a full part in developing the accounting and financial management profile in one of the world's leading full-service business schools</li> <li>• Ability to work collaboratively and effectively in a multi-cultural and multidisciplinary environment</li> <li>• Flexible and adaptable to working situations</li> <li>• Ability to deal sympathetically and effectively with students</li> <li>• Collegial attitude to work</li> </ul>	<ul style="list-style-type: none"> <li>• Ability and willingness to take on work from time to time that may involve weekends such as overseas travel and teaching, participation in Open Days and other external and internal engagement activities</li> <li>• Willingness to work at both Whiteknights and Greenlands campuses</li> </ul>

<b>Other</b>	<ul style="list-style-type: none"><li>• Willingness to undertake administrative duties as appropriate and required</li></ul>	
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Completed by: Keiichi Nakata	Date: June 2019
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