

## JOB DESCRIPTION

<b>Vacancy reference:</b>	SRF29822
<b>Post Title:</b>	Post-doctoral Fellow in Accounting and Financial Management
<b>Grade:</b>	Grade 6
<b>School/Department:</b>	Business Informatics, Systems and Accounting / Henley Business School
<b>Reports to:</b>	Head of BISA

### Purpose

Business Informatics, Systems and Accounting within Henley Business School is seeking to appoint a 2-year fixed-term Post-doctoral Fellow in the subject area of accounting and financial management. This post is particularly suited for early-career researchers who are interested in advancing research and teaching experience. In addition to research, the successful candidate will have opportunities to undertake teaching on undergraduate and postgraduate programmes in the wide subject area of accounting and financial management, with associated responsibilities in administration and collaborative research.

Applicants are normally expected to have been awarded a doctorate within the last three years; however, those who had a career break during this period will also be considered.

### Main duties and responsibilities

A combination of academic research, teaching, administration as agreed with the Head of Business Informatics, Systems and Accounting (BISA) or delegated person.

Academic research will include collaborating with experienced research staff to further deepen your expertise in your doctoral research area and/or develop new research areas, which will lead to the publication of articles in high quality journals in accounting and financial management.

Teaching opportunities will include lecturing on undergraduate and postgraduate programmes, seminars and tutorials in the broad area of management accounting, financial accounting/reporting and financial management, together with assessment and feedback. It may include supervision of Masters projects/dissertations and academic tutoring of postgraduate or undergraduate students.

Administration will include providing a variety of support to other teaching and learning activities which might include convening modules depending on the level of experience, and participating in meetings, committees as well as other School and University activities.

### Supervision received

Newly appointed staff at the post-doctoral level will have mentors for both teaching and research and will receive general guidance from the Head of BISA and other experienced staff.

### Contact

The work will involve liaison with staff in the Henley Business School and across the University, and may involve colleagues and partners at overseas locations including University of Reading Malaysia, as well as international collaborative programmes.

## **Terms and conditions**

This is a full-time permanent role working 52 weeks per year, less holiday entitlement. The role will be based at Whiteknights but regular travel to Greenland may be required. There are no specified hours of work and the post holder will be expected to work the hours that are required to fulfil the role. This will include some out of hours and weekend working to support events or attend meetings.

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: July 2019**

# PERSON SPECIFICATION

Job Title	School/Department
Postdoctoral Fellow in Accounting and Financial Management	Henley Business School/Business Informatics, Systems and Accounting

Criteria	Essential	Desirable
<b>Skills Required</b>	<ul style="list-style-type: none"> <li>• Demonstrable ability to conduct research leading to academic publications and/or professional impact</li> <li>• Demonstrable potential to publish in high quality international peer-reviewed academic journals</li> <li>• Demonstrable ability to deliver effective teaching</li> <li>• Strong oral and written communication skills</li> <li>• Excellent presentation skills</li> <li>• Excellent team-working skills, including collaborative research</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to develop own teaching materials and evaluate and assess student progress</li> </ul>
<b>Attainment</b>	<ul style="list-style-type: none"> <li>• PhD/DBA in Accounting, Financial Management or closely related subject normally within three years of the award, or near completion (i.e. thesis submitted)</li> </ul>	<ul style="list-style-type: none"> <li>• Publication record of journal articles and conference papers</li> <li>• Higher education teaching qualification such as Associate Fellowship of Higher Education Academy</li> <li>• Membership of relevant professional accounting bodies</li> </ul>

<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• Specialist knowledge of accounting and financial management sufficient to be able to contribute to teaching and supervision of student projects in these areas</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of sub-disciplines sufficient to teach outside the immediate areas of expertise</li> </ul>
<b>Relevant Experience</b>	<ul style="list-style-type: none"> <li>• Research and teaching experience in an HE institution</li> </ul>	<ul style="list-style-type: none"> <li>• Academic administration or other programme/ module support</li> <li>• Teaching students from an international background</li> <li>• Supervision of Masters students</li> <li>• Participation in collaborative research</li> </ul>
<b>Disposition</b>	<ul style="list-style-type: none"> <li>• Enthusiasm for and commitment to high-quality teaching and research</li> <li>• Enthusiasm and commitment to play a full part in developing the accounting area 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> </ul>	

<b>Other</b>	<ul style="list-style-type: none"><li>• Collegiate attitude</li><li>• Willingness to undertake administrative duties as required</li></ul>	
--------------	--	--

Completed by: Keiichi Nakata	Date: July 2019
------------------------------	-----------------