

## RECRUITMENT PACK

This document includes the following information:

- Job Description
- Person Specification
- Additional information

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### Making an application:

**Please complete the short on-line application form and attach the following 5 documents.** Shortlisting is undertaken by a panel after the closing date on the basis of information provided and failure to upload the requested documents will result in an application being rejected.

- a) Please include a covering letter setting out how you meet the requirements of the role as set out in the person specification.
- b) Include a full curriculum vitae (CV) including any publications. You should provide information on the range and content of your teaching and supervision experience, as well as on curriculum development. For posts with a research component, you should specify your 4 most significant papers published within the past 5 years (or an equivalent number appropriate to being an early career researcher). Applicants from within the UK should indicate which publications have been submitted to the REF 2014 and any assessment of the rating for each piece of work; For more information about the REF visit [www.ref.ac.uk](http://www.ref.ac.uk)
- c) Include an education statement of no more than two sides of A4 setting out your track record in terms of contribution to pedagogical developments and, where appropriate, the development of professional practice. You should also include a reflective statement on your approach to research-led education and how it draws on pedagogical research. Also indicate how you ensure your continuing professional development as an excellent teacher in higher education.
- d) For posts with a research component, please include a research statement of no more than two sides of A4 providing details of your research plans for the next three years. This should include details of books, chapters or papers in progress together with planned publication dates. For journal articles please provide details of target journals and planned submission dates. If you have papers that are currently under review please detail the stage these have reached and the timescale you expect those papers to be accepted for publication. If you have papers that have been accepted for publication but not yet published please provide the date the paper was accepted for publication.
- e) For posts with a research component, applicants should also submit no more than two sides of A4 setting out their three year plan for generating external funding to support their research.

A commitment to sustaining an inclusive and diverse community is one of the University's Core Values and we are keen to address any imbalances in our workforce.

The University of Essex is proud to be part of the Disability Confident scheme and is committed to supporting diversity and equality, representative of our inclusive community. As part of our commitment to this scheme any candidate who has a disability and meets all the essential criteria for the role will be offered an interview. We also work in partnership with national disability organisation DisabledGo who provide detailed online access guides to many of our campus buildings and facilities which you may find useful.

Please note: We are only accepting on-line applications for this post. However, if you have a disability that makes it difficult for you to provide us with information in this way, please contact the Resourcing Team (01206-874588/873521) for help.

**Closing Date: 26 April 2017**

**Interviews are planned for: 16 May 2017**



**JOB DESCRIPTION – Job ref REQ00549**

<b>Job Title and Grade:</b>	Lecturer in Accounting and Finance Grade 9
<b>Contract:</b>	Permanent, Full-time
<b>Hours:</b>	A notional minimum of 36 hours per week.
<b>Salary:</b>	£39,324 - £46,924 per annum
<b>Department/Section:</b>	Essex Business School
<b>Responsible to:</b>	Dean, Essex Business School
<b>Reports on a day to day basis to:</b>	Head of Accounting or Finance Group, Essex Business School
<b>Purpose of job:</b>	To further develop our current teaching, research and partnership activities at Essex Business School, we are seeking to make an appointment in the field of Accounting and Finance. This key appointment will play a vital role in enhancing the School's research profile, developing undergraduate and postgraduate teaching and extending the School's profile regionally, nationally and internationally.

**Duties of the Post**

Duties of the Post will include:

1. Undertaking independent research in the specific area of research interest of the applicant within the areas of Accounting and Finance, with the aim of publishing in high ranking journals (ABS/AJG 3\* and 4\* level) and contributing to the School's 2021 REF submission.
2. Spending 8 weeks per year teaching at one of our partner institutions in China.
3. Contributing to the development of teaching programmes within the areas of Accounting and Finance.
4. Contributing to teaching a range of different full time, short and distance learning courses and degree schemes, at all levels; including new developments and modes of delivery.
5. Supervising masters and doctoral students, and undertaking assessment and examination duties as specified by the Dean of Essex Business School or his/her nominee.
6. Participating in knowledge transfer activities involving businesses and other stakeholders in the wider community, particularly the international academic community.
7. Contributing to the development and provision of new courses and modules, as appropriate.
8. Development of a personal research plan, to include applying for research grants.
9. Undertaking a range of administrative duties, including acting as course director for one or more courses, as specified by the Dean of Essex Business School or his/her nominee.
10. Any other duties as may be assigned from time to time by the Dean of Essex Business School or his/her nominee.

*These duties are a guide to the work that the post holder will initially be required to undertake. They may be changed from time to time to meet changing circumstances.*

It should be noted that there is a contractual requirement for some members of academic staff to undertake research duties. If this requirement applies to a post it will be clearly stated in the job description, which forms part of the contract of employment.

**Terms of Appointment**

For a full description of the terms of appointment for this post please visit:  
<http://www.essex.ac.uk/hr/current-staff/terms.aspx#>

**March 2017**

## PERSON SPECIFICATION

<b>JOB TITLE: Lecturer in Accounting and Finance</b>
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### Qualifications /Training

	Essential	Desirable
▪ A postgraduate degree or equivalent level qualification in accounting, finance, banking or a related discipline	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ A PhD in accounting, finance, banking or other specialism related to the area of the post (or be in the final stages of completion)	<input checked="" type="checkbox"/>	<input type="checkbox"/>

### Experience/Knowledge

	Essential	Desirable
▪ Subject expertise and experience in the areas of accounting and finance	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Knowledge and understanding of relevant research methodologies	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Evidence of research output, either published or publishable, of peer-reviewed international quality	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Demonstrable evidence of a clear publication plan for submission to future Research Excellence Framework (REF) programmes	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Experience of teaching, or demonstrable potential for achieving this	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Experience of attracting external research funding, or demonstrable potential for achieving this	<input type="checkbox"/>	<input checked="" type="checkbox"/>

### Skills/Abilities

	Essential	Desirable
▪ The ability and the willingness to 8 weeks per year teaching at one of our partner institutions in China	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ The ability to complement and strengthen the School's teaching and research activities in the specified areas	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ The ability and willingness to play an active part in the administration of the School	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ The ability and willingness to work with colleagues as part of a team	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ A demonstrable ability to make plans/set objectives, take responsibility and to achieve them	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ The demonstrable potential for attracting external research funding	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ The ability to contribute to other areas of teaching	<input type="checkbox"/>	<input checked="" type="checkbox"/>

### Other

	Essential	Desirable
▪ Ability to meet the requirements of UK 'right to work' legislation*	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ A willingness to be involved in extra-curricular activities within the School e.g. open days etc.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Ability to spend 8 weeks per year teaching at one of our partner institutions in China	<input checked="" type="checkbox"/>	<input type="checkbox"/>



\* The University has a responsibility under the Asylum, Immigration and Nationality Act 2006 to ensure that all employees are eligible to work in the UK. Prior to commencing employment, the successful candidate will be asked to provide documentary evidence to this effect. The University may be able to offer Tier 2 Sponsorship for this role. For further information about UK immigration requirements please follow this link <https://www.gov.uk/government/organisations/uk-visas-and-immigration>

**March 2017**

## Additional Information

### Essex Business School

For further information about the School, please visit:

<http://www.essex.ac.uk/ebs/>

### People Supporting Strategy

Please find a link to the People Supporting Strategy.

<http://www.essex.ac.uk/hr/policies/docs/people-oct15.pdf>

## General information

Informal enquiries may be made to Professor Neil Kellard, Head of Finance Group (telephone: 01206 874153 e-mail: [nkellard@essex.ac.uk](mailto:nkellard@essex.ac.uk)) and Professor Teerooven Soobaroyen, Head of the Accounting Group telephone: 01206 874015 e-mail: [tsooba@essex.ac.uk](mailto:tsooba@essex.ac.uk)). However, all applications must be made online.

## Benefits

Our staff and students are members of the University for life. We believe a person's potential is not simply defined by grades or backgrounds, but by a willingness to question, to collaborate and to push at the edges of knowledge and their own potential.

As an employer we offer a range of benefits and a commitment to career development and equal opportunities in an environment that both reflects and creates a rich interaction of people, disciplines and ideas.

- Pension scheme
- Generous holiday entitlement
- Competitive salaries
- Training and development Family Friendly policies
- On campus childcare facilities, for more information visit [www.wivenhoeParkDayNursery.co.uk](http://www.wivenhoeParkDayNursery.co.uk)
- Childcare vouchers
- Relocation package for qualifying staff
- Interest free season ticket loan
- Range of optional salary exchange tax benefits (pension, childcare and bicycle schemes)

## No smoking policy

The University has a no smoking policy.

This document is produced by:

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