UK Entrepreneurial University of the Year 2013/14
UK University of the Year 2012/13

University of Strathclyde Glasgow

# Lecturer in Accounting

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| Department | Accounting and Finance (www.strath.ac.uk/accfin/) | | |
| Faculty | Strathclyde Business School (www.strath.ac.uk/business/) | | |
| Staff Category | Academic | Reference No | 80905 |
| Reports To | Head of Department | Grade: | 7 or 8 |
| Salary Range: | £35,550 – £49,149 | Contract Type: | Open Contract |
| FTE: | 1 (35 hours/week) | Closing Date | Sunday, 24 September 2017 |

## Job Advert

We are looking to appoint an ambitious, high performing academic in accounting with proven ability (or excellent potential) to publish in world class academic journals and teach at various levels to join our team at Lecturer level. To be successful, you must possess relevant qualifications combined with relevant experience and will have either an excellent track record in published research or evidence of outstanding research potential.

The Department is interested in advancing research in any area of accounting therefore we seek applications from candidates who will fit well with the Departmental Research and Outreach strategies.

As 'the place of useful learning' the University of Strathclyde is committed to the advancement of society through the pursuit of excellence in research, education and knowledge exchange, and through creative engagement with partner organisations at local, national and international levels.

Strathclyde Business School has excellent people, as evidenced by its Research Excellence Framework (REF) performance, considerable links to business and industry, and synergies between learning innovations and research. SBS has attained international leadership. Currently ranked number one in Scotland and 7th in the UK by the UK's Research Assessment Exercise 2008, with over 65% of output judged to be world leading or internationally excellent.

The Department of Accounting and Finance is one of the UK's major centres of research in both fields, with particular expertise in critical accounting; management accounting; social, environmental and public sector accounting; corporate finance; treasury management; portfolio performance; bond markets and international banking.

## Job Description

**Brief Outline of Job:**

To pursue and establish an independent and high quality research programme; to design and deliver a range of teaching materials and undertake student assessment activities; to engage in relevant professional and knowledge exchange activities; and to carry out administrative tasks assigned by the Head of Department.

The role will be a balance of research, teaching and citizenship activities designed to meet the individual's professional needs and those of the Department. Research development and contribution to the Department's research plans will be a prominent part of the role.

**Main Activities/Responsibilities:**

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| 1. | Engage in individual and collaborative research, establishing a distinctive programme of research and disseminating results through regular publications in high impact journals and books. |


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| 2. | Apply, as Principal- or Co-Investigator, to appropriate external bodies for research funding and manage grants awarded. |
| 3. | Supervise students (undergraduate, postgraduate and PhD) as required, providing direction, support and guidance. |
| 4. | Design and deliver a range of teaching materials at undergraduate and postgraduate levels, including contribution to curriculum review and enhancement, in a manner that supports a research-led approach to student learning. |
| 5. | Undertake student assessment and examination activities, including the provision of appropriate feedback to students. |
| 6. | Develop knowledge exchange activities by, for example, establishing research and/or educational links with industry and influencing public policy and the professions. |
| 7. | Carry out Department/School, Faculty and/or University administrative and management functions, for example through membership of committees and/or by acting as class/module/year co-ordinator. |
| 8. | Engage in continuous professional development. |

## Person Specification

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| **Educational and/or Professional Qualifications**<br>(E=Essential, i.e. a candidate must meet all essential criteria to be considered for selection, D=Desirable) |
| E1 PhD (or imminently pending) in Accounting or closely related subject. |
| D1 Professional qualification in Accounting |
| **Experience** |
| E2 Teaching experience at undergraduate and/or postgraduate levels. |
| D2 Experience of multi/inter-disciplinary research. |
| D3 Experience of student assessment activities. |
| D4 Experience of curriculum development. |
| **Job Related Skills and Achievements** |
| E3 A body of published research (or evidence of potential) in high quality international journals demonstrating standards of excellence. |
| E4 Ability to secure research funding. |
| E5 Ability to work within an academic team environment. |
| **Personal Attributes** |
| E6 Excellent interpersonal and communication skills, with the ability to listen, engage and persuade, and to present complex information in an accessible way to a range of audiences. |
| **Other Relevant Factors** |
| E7 Research interests consistent with the strategic direction of the Department. |
| D5 Membership of relevant professional bodies. |

## Application Procedure

Applicants are required to complete an application form including the name of three referees who will be contacted before interview without further permission, unless you indicate you would prefer otherwise. Applicants should also submit a Curriculum Vitae and a covering letter detailing the knowledge, skills and experience you think make you the right candidate for the job as well as a Research Plan outlining your research strategy for the next 5 years. Applicants should also complete the Equal Opportunities Monitoring Form.

## Other Information

Further information on the application process and working at Strathclyde can be found on our website (http://www.strath.ac.uk/hr/workforus).

Informal enquiries about the post can be directed to Professor Krishna Paudyal, Head of Department (krishna.paudyal@strath.ac.uk).

### Conditions of Employment

Conditions of employment relating to the Academic staff category can be found at: Conditions of Employment.

### Pre-employment health screening

An offer of appointment may be subject to a medical assessment by Occupational Health. An individual who accepts an offer of employment must complete a confidential medical questionnaire and forward it to the Occupational Health Nurse within 5 days of receipt. If further information is required the individual may be contacted by the OHN or a Medical Advisor and a personal appointment with the individual may be arranged. An unconditional contract of employment will not be issued until Human Resources receives confirmation that applicant is fit to undertake the duties of the post.

### Probation

Where applicable, the successful applicant will be required to serve a 3 year probationary period.

### Pension

The successful applicant will be eligible to join the Universities' Superannuation Scheme. Further information regarding this scheme is available from Payroll and Pensions.

### Relocation

Where applicable, the University offers a relocation package to support new employees who meet the eligibility criteria. The relocation package is offered as a contribution towards costs incurred, and is designed to be flexible, allowing staff to use the financial support available in the way that will be most helpful to them. Further details are outlined in the Relocation Policy.

### Interviews

Formal interviews for this post will be held on Tuesday, 10 October 2017.

### Equality and Diversity

We value diversity and welcome applications from all sections of the community.

The University currently holds a Bronze Athena SWAN award, recognising our commitment to advancing women's careers in science, technology, engineering, maths and medicine (STEMM) employment in academia.

# Conditions of Employment

Non-Professorial Academic Staff

## 1. GENERAL CONDITIONS

Members of staff are subject to the Charter and Statutes and the Ordinances and Regulations of the University, published in the Calendar, and to any amendments or additions thereto approved by the University Court and, in the case of the Charter and Statutes, the Privy Council. Staff are also expected to familiarise themselves with, and adhere to, general University policies and procedures, as published on University web pages.

The University Court recognises Strathclyde Universities and Colleges Union (SUCU) as the sole body with which it will negotiate and consult on all collective issues concerned with the terms and conditions of employment of Academic Staff. Such terms and conditions may be varied by the University Court after negotiation and consultation with SUCU.

Each member of staff is responsible for the proper performance of allocated duties to the person or persons specified in the member of staff's letter of appointment and any accompanying papers.

The University is committed to ensuring that its business is conducted in an open and transparent manner and will take all appropriate steps to address risks of bribery or corruption. Members of staff are required at all times to act honestly and with integrity and to safeguard the resources for which they are responsible. The University has in place a robust Public Interest Disclosure (Whistleblowing) Policy to enable concerns to be brought to its attention. This is available at www.strath.ac.uk/publicinterestdisclosure. Other relevant policies, e.g. Fraud Prevention and Conflicts of Interests, can also be found on the University's website.

Any member of staff may at any time be exposed to commercially sensitive information, information related to potentially valuable intellectual property or information which may otherwise be of a confidential nature. This information, which could be found anywhere in the University, may be written or disclosed orally, can include information of a commercial or technical nature, and may be owned by the University or by third parties. The University requires all employees to keep any such information confidential in the first instance and not disclose, publish or otherwise disseminate it without prior consent of the University. Such confidentiality obligations are commonplace and in the commercial interests of the University. When in doubt advice should always be sought from Research and Knowledge Exchange Services prior to disclosure.

The University operates probationary periods for new staff, the duration of which will be specified in individual letters of appointment. Further guidance on probationary procedures is published at www.strath.ac.uk/hr.

Further information on the terms and conditions specified in this document and other staffing policies and procedures can also be found at www.strath.ac.uk/hr.

## 2. SALARY

Appointments are made at an appropriate salary point on the University's grading structure, with initial placing determined according to qualifications and experience. Increments are paid to staff on 1 April each year, when the employee has a minimum of 6 full months of service, allowing progression to the next point on the salary scale until the top guaranteed point of the scale is reached.

Salaries are paid directly to staff members nominated bank account, normally on the second last working day of the month.

## 3. HOURS OF WORK

Working time is that required to fulfil the duties of the post. The duties are: research, teaching, knowledge exchange and administrative activities organised by agreement with the Head of Department/School/equivalent to produce a reasonable balance of commitment between these duties. The University Court recognises that Academic Staff carry out these duties in a wide variety of ways, but expects student contact to take place on the campuses during normal working hours on week days. There are exceptions to this pattern which may involve student contact at other locations or in the evenings, or at the weekends, but these arrangements will be made with the agreement of the member of staff concerned and may involve additional payment.

## 4. HOLIDAYS

Annual leave entitlement is 31 days per year to be taken by agreement with the line manager. For staff members working on a part-time basis, holidays will be calculated on a pro-rata basis.

In addition to annual leave there is an entitlement to eleven public holidays per year which should be taken on days that the University is closed for this purpose. The University presently closes for four additional days over the Christmas and New Year period. **These additional days count against the annual leave entitlement.**

For staff members working on a part-time basis, public holiday entitlement will be calculated on a pro-rata basis.

Annual leave and public holiday entitlements should be taken in the leave year to which they relate. Up to five days leave can be carried forward into the new leave year subject to line management agreement. In exceptional circumstances, Heads of Department/School/equivalent may approve carry forward of accrued annual leave in excess of five days.

The University's expectation is that staff take all accrued holidays prior to their termination date. If staff have exceeded their entitlement the University will deduct an equivalent number of days pay from final salary payments.

## 5. SICKNESS ABSENCE

During any period of absence through illness or injury provided the appropriate notification and certification procedures have been followed the University will pay a member of staff (having taken account of the aggregate of all periods of absence due to illness during the twelve months immediately preceding the first day of the current absence) as follows:

| **Period of Continuous Employment at start of absence from work** | **Full Pay** | **Half Pay** |
|---|---|---|
| Less than 1 year | 1 month | 1 month |
| 1 year but less than 2 years | 2 months | 2 months |
| 2 years but less than 3 years | 4 months | 4 months |
| 3 years but less than 5 years | 5 months | 5 months |
| 5 years or more | 6 months | 6 months |

In order to manage the University's sick pay scheme the University requires to maintain sickness absence records on individual members of staff. When making payments after the expiry of statutory sick pay the University will deduct an amount equivalent to any benefit normally payable by the Department of Work and Pensions. For full details on the general University policy in this area please refer to the Sickness Absence Management Policy at www.strath.ac.uk/staff/policies/hr

## 6. PENSIONS

New members of staff, aged under 75, will be admitted automatically to membership of the Universities Superannuation Scheme (USS) on taking up appointment. If you are already in receipt of a USS pension you will join USS in accordance with pension auto-enrolment regulations. USS requires a contribution from the member, currently 8 per cent of pensionable salary. A contribution, currently 18 per cent of pensionable salary, is paid by the University. From 1 April 2016 all members are part of the career revalued benefits scheme called the USS Retirement Income Builder. From 1 October 2016 a threshold, initially of £55,000 a year, will apply to the maximum salary that counts towards the USS Retirement Income Builder. From the same date a new defined contribution section of the scheme called USS Investment Builder will open and any contributions above the threshold will be invested in this section. The exception to automatic membership of the pension scheme applies if your post is located out with the UK in an EU member state. If this is the case membership of USS is not available to you.

New members of staff may opt out of USS within three months of taking up appointment and will then be treated as if they had never been a member of the scheme. After three months members of staff who wish to withdraw from USS during their employment will be required to give a minimum of 28 days' notice in writing to the University. Any member of staff who wishes to opt out should contact the Pensions Section, Finance, in the first instance (pensions@strath.ac.uk). Please note that if you are a member of Pensions Plus and withdraw from USS with less than two years of membership, or cease employment with the University and have less than two years of USS membership, the option of a refund of pension contributions will not be available to you. Instead, USS must provide you with a pension benefit that is payable from your retirement date.

The University reserves the right to alter or withdraw Pensions Plus as it sees fit or as required to comply with legislative changes. Withdrawal or amendment of Pensions Plus will not affect your membership of USS. If you do not wish to participate in Pensions Plus but wish to remain in the pension scheme please contact the Pensions Team who will provide you with a non-participation form.

Information regarding pension scheme membership can be found on the Pensions pages of the University's website. Full information regarding USS can be found on the USS website – www.uss.co.uk

## PLACE OF WORK AND RESIDENCE

Members of staff will be based on the John Anderson Campus, unless otherwise stated in the letter of appointment. The Department/School in which the post is initially placed will be specified in the letter of appointment although there will be an expectation to work at such other places as required in the course of employment.

If the need arises for members of staff to work outside the UK for a period (or periods) of more than one month then such arrangements will be subject to mutual agreement. Members of staff would then be provided with a statement in advance setting out the terms covering such periods of employment.

The University does not normally place specific restrictions upon the place of residence of members of staff. All staff are, however, expected to reside in a location which is compatible with the satisfactory fulfilment of all the duties associated with their appointment.

## 7. CONSULTANCY/FURTHER ACTIVITIES

To support the strategic objectives of the University and to facilitate individual professional development, the University encourages staff to engage in professional activities with outside bodies related to their field of work. In many cases, such activity will be approved on the basis that it represents University knowledge exchange activity and should therefore be treated as part of the individual's overall workload and managed through the University's systems. It is also recognised that there will be some cases where an activity is entirely separate from the University and should thus be notified/approved as a personal business activity. For further information please refer to the "University Procedure in relation to Work for Outside Bodies including Consultancies", which forms part of the employment contract and can be accessed at .www.strath.ac.uk/hr

## 8. DISCIPLINARY AND GRIEVANCE PROCEDURES

Further information on the University's disciplinary and grievance procedure can also be found at www.strath.ac.uk/hr or on request from Human Resources.

## 9. NOTICE AND TERMINATION

The employment of a member of staff is terminable by at least three months' notice, in writing, on either side; termination dates are normally 31 March, 30 June, 30 September and 31 December. If notice is being given by a member of staff earlier release may be granted if this can be arranged without detriment to the work of the department or area. If the appointment is for a fixed term it will expire at the end of the period without the necessity for notice. Staff whose appointment has so terminated shall not normally be regarded as having been dismissed or removed from office in circumstances to which the terms of Ordinance 4.3 shall apply. Fixed term contracts may be terminated by either party short of the expiry date by the serving of three months' notice in writing. The University is not obliged to continue a fixed term appointment beyond the employment period.

Revised April 2016