



## JOB DESCRIPTION

<b>Job Title:</b>	Lecturer in Management Accounting
<b>Department / Unit:</b>	School of Business and Management, Department of Accounting and Financial Management
<b>Job type</b>	Academic
<b>Grade:</b>	8
<b>Accountable to:</b>	Head of Department
<b>Accountable for:</b>	n/a
<b>Purpose of the Post</b>	
To teach and supervise at undergraduate and postgraduate level, taking full and/or shared responsibility for the design, management and delivery of teaching. The postholder will undertake research in line with their departmental research strategy, leading to a growing reputation in their fields of expertise. They will also be required to contribute to the academic administration of the department.	
<b>Key Tasks</b>	
<p><b>Teaching</b></p> <ul style="list-style-type: none"> <li>• Design and deliver high quality teaching courses and/or modules, utilising own expertise and research, taught on campus and on external programmes, ensuring teaching meets the needs of students.</li> <li>• Design and deliver innovative approaches to educational delivery, working with others as appropriate to create a successful learning environment for students and working with others to identify future training needs.</li> <li>• Actively contribute to the expansion of curriculum options in this area working with others to ensure implementation as applicable.</li> <li>• Undertake activities supporting teaching delivery including supervising field trips/placements if required, undertaking assessments ensuring that constructive feedback is provided to allow for development.</li> <li>• Act as personal tutor, ensuring appropriate support and advice is provided.</li> <li>• Contribute to other areas of teaching as directed by the Head of Department in response to departmental need.</li> </ul>	
<p><b>Research and External Engagement</b></p> <ul style="list-style-type: none"> <li>• Develop research objectives and proposals resulting in the publication of research outputs, suitable for REF inclusion.</li> <li>• Develop and submit research funding proposals to appropriate funding bodies, working with colleagues both internally, across the university and externally where appropriate.</li> </ul>	

- Effectively present research findings to a wide range of stakeholders both internal and external to the College through conferences, review meetings and other options as appropriate.
- Work with internal and external communities to apply research findings to enhance responsible business practice.
- Supervise PhD studentships as requested.

#### **Enhancement and Support**

- Play a full and active part in the administration of the department and its external promotion.
- Attend and actively contribute to departmental, School and university meetings as appropriate.
- Assist with student recruitment, including attendance at open days or applicant visitor days if required
- Contribute to the department and school's strategic planning, and, if required, contribute to university strategic planning processes, including participating in relevant working groups.
- Develop networks both internal and external to the university to develop research and teaching profile and funding opportunities individually and for the department, school and wider university community, e.g. with educational bodies, specific research networks, professional bodies
- Engage and maintain continuous professional development.

#### **Other Duties**

The duties listed are not exhaustive and may be varied from time to time as dictated by the changing needs of the University. The post holder will be expected to undertake other duties as appropriate and as requested by his/her manager.

The post holder may be required to work at any of the locations at which the business of Royal Holloway is conducted.

#### **Internal and external relationships**

The following list is not exhaustive but the post holder will be required to liaise with:

**Internal:** Colleagues in the department and the University. Such colleagues will include: the Head of Department, Vice Deans (Education & Student Experience; Research & Knowledge Exchange; Equality, Diversity & Inclusion), various academic Directors, Exams Officers, School Manager, Executive Dean, members of the Senior Leadership Team and members of department and University Professional Services Teams

**External:** National and international research colleagues and networks; schools and other educational stakeholders, the media, non-HEIs in the sector, governmental organisations and other possible outreach partners as appropriate, and Research Councils.