JOB DESCRIPTION

Job Title:	Research Assistant	**Grade:**	SP7 / SP22
Department:	School of Accounting, Finance and Economics	**Date of Job Evaluation:**	Mar/Apr 2024
Role reports to:	Xianmin Liu		
Direct Reports	N/A		
Indirect Reports **Other Key Contacts:**	N/A		

This role profile is non-contractual and provided for guidance. It will be updated and amended from time to time in accordance with the changing needs of the University and the requirements of the job.

PURPOSE OF ROLE: To provide research assistance on a PEGFA-funded research project examining the role of culture in corporate digital transformation. This project explores the effect of different cultures (e.g., Confucianism, religious culture, gambling culture, and political culture) on corporate digital transformation.

KEY ACCOUNTABILITIES:

Team Specific:
- Support data collection in a timed schedule
- Undertake quantitative analysis under the supervision of the principal investigator
- Prepare literature review and draft data analysis to support preparation of academic outputs
- Contribute to the dissemination of research findings at internal and external conferences and workshops

Generic:
- Assist the Centre of Political Economy, Governance, Finance and Accountability (PEGFA) in achieving its KPIs
- Promote your work and represent your discipline and the work of the University internally and externally, and take a proactive approach to ethical and good practice

Managing Self:

- Behave in a manner which reflects the University values and creates a positive environment for work and study

Core Requirements:
- Master a good knowledge of corporate finance, data analysis, and relevant areas
- Strong quantitative, analytical, and research skills
- Passionate about the topics in this project and ready to take on new challenges and responsibilities
- Attention to detail and ability to carefully collect and validate data

Additional Requirements:
- Undertake any other duties as requested by the principal investigator or line manager, commensurate with the grade.

KEY PERFORMANCE INDICATORS:
Performance Indicators will be established in consultation with the principal investigator of the project at the University of Greenwich, Dr Xianmin Liu.

KEY RELATIONSHIPS (Internal & External):
Dr Xianmin Liu, Lecturer in Finance, Personal Tutor

PERSON SPECIFICATION

Essential	Desirable
Experience • Some understanding of quantitative research methods and a willingness to learn how to analyse quantitative data • Some experience of conducting literature reviews • Interest in corporate finance and research **Skills** • Effective communication skills (oral and written) • Outstanding organisational, IT communication and interpersonal skills • Ability to work independently and as part of a team **Qualifications**	**Experience** • Experience of collecting and analysing quantitative data • Previous research assistant experience **Skills** • Advanced Excel skills • EndNote/Mendeley, etc. • Python (NLP/ML) **Qualifications** • Undergraduate degree in finance and relevant areas (2.1 minimum) • MSc/PhD in relevant subjects **Personal attributes** • N/A

• Subjects in finance and relevant disciplines, or good records in relevant coursework/transcripts **Personal attributes** • Time management • Reliability • We are looking for people who can help us deliver the values of the University of Greenwich: Inclusive, Collaborative and Impactful	