



## Committee Secretary

### Governance & Legal

*Permanent, Full Time*

The Financial Reporting Council (FRC) is responsible for promoting transparency and integrity in business. We are the UK Competent Authority for audit and set the UK Corporate Governance and Stewardship Codes as well as UK standards for accounting, auditing and actuarial work. We monitor and take action to promote the quality of corporate reporting and operate independent enforcement arrangements for accountants and actuaries. Further information about the role of the FRC can be found at [www.frc.org.uk](http://www.frc.org.uk).

#### **The Role:**

We are seeking to appoint a Committee Secretary within the FRC's Governance & Legal team to support the Conduct Committee and its various sub committees. The Committee Secretary will also support the Board Secretary with various governance matters.

The role involves providing effective secretariat support to the FRC's Conduct Committee and sub-Committees including:

- Scheduling and attendance of meetings, including preparing agendas, minutes and action logs.
- Working with colleagues to ensure a 'joined-up' approach to agenda planning.
- Where applicable, preparing and presenting papers for Committee consideration.
- Managing effective relationships with the Chairs of the Committees and senior executives.
- Providing advice and guidance Committee chairs and members and to staff on corporate governance best practice and on each Committee's terms of reference.
- Assisting with the production, maintenance and communication of the Governance Calendar.
- Driving oversight, consistency and standards across the FRC.
- Working with the Board Secretary in relation to other governance matters including:
  - succession planning and governance recruitment;
  - non-executive induction and continuing education;
  - annual Board and Committee effectiveness reviews;
  - the FRC's Annual Report & Accounts;
  - maintenance of the FRC Governance Bible.

### **The Person:**

The ideal candidate will preferably (but not essentially) be ICSA qualified. A part qualification would be considered (or an experienced paralegal/ legal executive looking to expand their experience and qualifications to a Company Secretary skillset). Significant, relevant experience of working with decision making bodies and sound knowledge of good corporate governance are required and legal background desirable. The candidate will also have:

- Excellent time management and organisational skills.
- Ability to grasp technical concepts and details quickly.
- Excellent written communication skills, ability to analyse and articulate ideas and draft decisions.
- Excellent communication and relationship management skills including the ability to positively influence within a range of settings.
- Proactive in meeting challenging objectives and handling changing priorities.
- A good understanding of the appropriate handling of confidential and sensitive information.

The role is based in our Central London Office. The post holder should be able to work flexibly to support the team's activities and also provide cover within the FRC as necessary.

### **Rewards and benefits**

- *The FRC offers competitive remuneration packages, including 30 days annual leave plus ability to buy extra leave*
- *The FRC has a strong work/ life balance ethos.*

The FRC believes that equality of opportunity and diversity is important in the work that we do and we are strongly committed to being an inclusive employer. Our values of being fair and independent supports this commitment. We're a signatory to the Government's Disability Confident scheme, which means that we guarantee an interview to any disabled candidates entering under the scheme, should they meet the minimum criteria for a role.

Equal opportunities monitoring is an important means of demonstrating and implementing our commitment to promoting equality of opportunity and diversity. Completing our diversity form will assist the FRC to identify any barriers that prevent access to employment and career development for certain groups of people, and to develop solutions, such as action plans, new policies and practices. The form is completed on a voluntary basis and we strongly encourage all job applicants to complete it.

### **[Complete the Diversity Form here](#)**

Please apply by emailing a copy of your **[CV](#)** and **[covering letter](#)** to the FRC Recruitment team at **[recruitment@frc.org.uk](mailto:recruitment@frc.org.uk)**. In the covering letter, please set out, by reference to the person specification above, how you meet the required skillset

- confirm that you have the right to work in the UK
- confirm your current package and benefits, and
- tell us where you heard about this job

Please note that we can only accept applicants who have the right to work in the UK.

The closing date for applications is **14 June 2019**.

The FRC is an Equal Opportunities employer