



## Communications Assistant

Salary c.£20,800

### Strategy & Resources

*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 FRC's Communications team manages the regulator's internal and external communications. We use multiple channels to ensure FRC announcements, reports, speeches etc. reach stakeholders effectively. These include press releases, subscriber notes, social media, podcasts, videos and so on. The team also maintains the FRC website and intranet. The team is part of the Strategy & Resources Division which provides central services across the FRC, including HR, IT, Finance and Economic Analysis.

#### **The Role:**

The role involves ....

- Maintaining and updating communications grids
- Preparing and distributing a weekly summary of FRC 'news' to all staff
- Assisting the gathering and updating of the FRC's intranet, website and other communication feeds
- Logging and distributing publications among staff
- Creating key contact lists for invitations and announcements
- Helping with Stakeholder Advisory Panel arrangements
- Ad-hoc tasks including preparing PowerPoints, briefing notes, desk-based research etc.
- Maintaining a 'Processes Guide
- Supporting the team with note taking for meetings, diary and event management

#### **The Person:**

The ideal candidates will have:

- Good knowledge and skills in social media, PowerPoint, excel and Word
- Ability to gain information from a number of sources and teams across the organisation and collate into a single document
- Able to work collaboratively within a team
- Adaptable, and flexible and working in a fast-paced environment which changes and adapts to business needs.

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 **24 May 2019**