



Project Manager

Accounting and Reporting Policy Team

Fixed Term (12 months), 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.

A key aspect of the work of the Accounting and Reporting Policy team is to promote improvements to the Corporate Reporting Framework in the UK. This role provides an exciting opportunity to be part of shaping the future direction of corporate reporting and be part of the team working on its major strategic project on the Future of Corporate Reporting. The aim is to make recommendations for changes to regulation and practice including the annual report.

The Role:

The role involves:

- performing research on aspects of corporate reporting including, regulatory requirements, academic literature, reports and guidance available on the subject matter related to the project
- assuming responsibility for delivery of components of the project
- gathering evidence and assessing stakeholders views on the project, using formal and informal means as appropriate and at varying stages of the project
- assuming responsibility for project management activities
- preparing high quality papers and other documents on time, and taking account of the views and advice of more senior staff
- presenting papers and other documents to Advisory Group proposing solutions/responses in liaison with others, arrange for publication of documents where appropriate
- participating in presentations to stakeholders and drafting articles for the FRC and external publications.

The Person:

A degree is required. Practical experience of preparing or advising on corporate reporting desirable. The ideal candidate will have:

- Ability to undertake research on a specific topic in depth including a need for attention to detail in some areas
- Understanding of the corporate reporting and regulatory framework in the United Kingdom including the key components of the annual report
- Ability to listen to and evaluate differing points of view in order to make evidence-based, well balanced and unbiased recommendations
- Excellent organisational skills including the ability to plan and manage multiple tasks
- Excellent written and communication skills

- The ability to work effectively as part of a team

The role is based in our Central London Office. The post holder should be able to work flexibly to support the team's activities.

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**. In the covering letter, please set out, by reference to the person specification above, how you meet the required skillset

- confirm your current package and benefits, and
- tell us where you heard about this job

The closing date for applications is **5 April 2019**.