



Personal assistant

Audit Firm Monitoring and Supervisory approach team

*Permanent, Full Time **OR** Part Time (4 days a week)*

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.

The Audit Firm Monitoring and Supervisory approach (AFMAS) team is part of the Audit & Actuarial Regulation Division. AFMAS was developed to enhance the FRC's response to the systemic risks to the stability of the financial markets as a result of the concentration of public interest entity audits within a small number of UK audit firms. This is a new and important element of FRC's statutory responsibilities as the UK's Competent Authority for audit.

The Acting AFMAS Director is seeking to appoint a personal assistant to support her and the team.

The Role:

The role involves...

- Manage the AFMAS Director's day supporting them in all aspects of their job. Support other members of the AFMAS team in a similar way.
- Proactively managing diaries and co-ordinating meetings, including external meetings
- Preparing and/or formatting complex documents in Windows packages
- Participating in cross-FRC initiatives, gathering the team's views and ensuring they are heard

The Person:

Significant experience in personal assistant roles, ideally in professional services organisations or a regulatory environment are required. The ideal candidates will have:

- Extensive senior level support experience,
- Advanced level of IT packages including Outlook, Word and PowerPoint,
- Good communication skills and ability to liaise and take decisions with colleagues and stakeholders at all levels in a confident and professional manner,
- Ability to multi-task, use initiative and prioritise in order to meet deadlines and work under pressure.

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**. 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 **Monday 14 January 2019**