

Case Examinations & Enquiries Associate

Enforcement

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.

The Case Examination and Enquiries team sits within the Enforcement division and is responsible for gathering intelligence on potential matters of interest, co-ordinating the initial stages of enforcement enquiries and making referrals to the FRC's Conduct Committee where appropriate (for the Committee to decide whether a formal investigation should be opened). The CEE team is also responsible for resolving less serious audit cases through a process referred to as constructive engagement.

The Role:

The role involves supporting the day-to-day management and administration of complex cases, as well as supporting internal and external stakeholder liaison. The post holder will be responsible for:

- Identifying potential cases as well as the relevant firms and professional members
- Researching the audited company's public statements, press coverage, financial reporting and stock market performance
- Assisting in the development of the team's research procedures
- Compiling regular and ad hoc management information
- Liaising appropriately with internal stakeholders including the Enforcement team as well as other FRC teams, and other regulatory bodies on both general and case-specific matters
- Assisting in the tracking of all actions and decisions on a case
- Supporting the Head of Case Examinations, Assistant Case Examiner and wider Enforcement team on other projects

The Person:

A relevant degree, coupled with excellent research and analytical skills is required. The ideal candidates will also have:

- Awareness of the UK regulatory environment, the capital markets, and corporate ownership structures
- Excellent communication skills and attention to detail
- Excellent IT skills (particularly Excel and Word)
- Audit/accountancy qualifications or part qualifications would be advantageous, but not essential

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 **14 December 2018**