



## Company Accountant

### Strategy & Resources Division

*Fixed Term (6 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](http://www.frc.org.uk).

#### **The Role:**

Reporting directly to the Finance Director, this role will be responsible for the following:

- Preparation of:
  - Monthly Trial Balance
  - Monthly Management Information/ departmental reports for budget holders
- Payroll instruction and reconciliation of payroll bureau services.
- Administration of the FRC's pension contributions
- Balance Sheet reconciliations
- Ensuring that HMRC requirements are met as well as responsibility for HMRC payments and relevant documentation
- Liaison with insurance brokers to ensure relevant cover is in place for the FRC

#### **The Person:**

A part qualification in Accounting as well as experience working with both trial balance and reconciliation, and payroll are required. Experience in management accounts is desirable. The ideal candidates will have:

- A strong capability across all areas of accounts
- Excellent Microsoft office skills with advanced knowledge of Excel
- Excellent attention to detail
- Good communication skills (written and oral)
- Good organisational skills

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, with generous benefits, discretionary annual bonus and 30 days annual leave plus ability to buy extra leave*
- *The FRC has a strong work/ life balance ethos.*

If you are interested, please apply by emailing a copy of your [CV](#) together with a [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 November 2017**

The FRC is an Equal Opportunities employer