



Case Examination & Enquiries Manager

Enforcement

The Financial Reporting Council (FRC) is the UK's independent regulator responsible for promoting high quality corporate governance and reporting to foster investment. 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.

The FRC's Enforcement Division is the independent disciplinary body for the accountancy and actuarial professions in the UK. It undertakes complex professional disciplinary investigations and prosecutions in cases involving accountants, accountancy firms and actuaries which raise important issues affecting the public interest in the UK.

The Case Examination and Enquiries team co-ordinates the initial stages of cases or enquiries into accounting, audit and actuarial related matters of concern affecting public interest entities and other matters of public interest.

The Role:

The role involves the day-to-day management of cases and assisting the Head of Case Examinations and Enquiries to make determinations under the applicable disciplinary procedure(s), including:

- Identifying potential cases by monitoring various sources (e.g. the press, referrals from other regulators and/ or internal sources) as well as responding to complaints received by the FRC, including an assessment of whether a case should be opened
- Requesting information from relevant sources (e.g. audit firms, companies, professional bodies, other regulators)
- Analysing information received and making recommendations for decisions about the appropriate outcome for a case as well as drafting papers for consideration by the relevant committee where necessary
- Managing cases and other work to meet required deadlines
- Following applicable processes and procedures, ensuring that all management information systems are kept up to date as well as improving these where necessary
- Building and maintaining relationships as well as sharing information (where applicable) with the relevant internal as well as external (e.g. regulatory / law enforcement bodies) teams
- Deputise for the Head of Case Examinations and Enquiries as required

The Person:

An appropriate accounting qualification (e.g. ACA), practical experience of statutory audits as well as a good knowledge and understanding of the audit, accounting and actuarial regulatory environment are required. Investigation experience is desirable but not essential. The ideal candidate will have:

- Excellent written and verbal communication skills
- Excellent analytical skills with the ability to process information to determine its relevance and make recommendations
- Excellent organisational skills

- Excellent stakeholder management 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. 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 **31 October 2017**

The FRC is an Equal Opportunities employer