



Knowledge Management Apprentice

Strategy & Resources

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 Economics and Analytics Unit (EAU) sits within the Strategy & Resources Division and promotes the use of economic research and data analytics at the FRC. The EAU produces quarterly investment trends reports and also maintains the FRC's Horizon Scanning framework, working with the FRC Councils and Committees to understand future risk. It maintains guidance for producing impact assessments and assists teams in producing Business impact target submissions. The EAU also produces and reviews ad hoc economic research.

We have an exciting opportunity for an apprentice to join the team on a fixed term contract.

The Role:

The apprentice will assist in the provision of management information to support decision making across the organisation, participating in all relevant development opportunities. The successful candidate will be expected to:

- Identify, collect and migrate data to/from a range of internal and external systems
- Manipulate and link different data sets as required
- Interpret and apply the organisations data and information security standards, policies and procedures to data management activities
- Collect and compile data from different sources
- Perform database queries across multiple tables to extract data for analysis
- Perform routine statistical analyses and ad-hoc queries
- Use a range of analytical techniques such as data mining, time series forecasting and modelling techniques to identify and predict trends and patterns in data
- Assist with data quality checking and cleansing
- Apply the tools and techniques for data analysis, data visualisation and presentation
- Assist with the production of a range of ad-hoc and standard data analysis reports
- Summarise and present the results of data analysis to a range of stakeholders making recommendations
- Work with the organisation's data architecture

Throughout the apprenticeship there will be opportunities to gain experience in using Financial Information systems for research and information gathering as well as expand knowledge and use of knowledge management systems.

The Person:

The ideal candidate will have strong A-level results which include either Maths or Computer Science as well as be working towards a formal qualification in either IS, IT or risk. In addition, applicants must demonstrate:

- Intermediate to advanced level of IT systems including Microsoft office 2013 (incl. Word, Excel, Access and PowerPoint) as well as databases and business systems generally
- An interest in programming, scripting and mark-up languages (e.g. Java, Python, XML, SQL)
- An appreciation of information security, governance and management issues (e.g. ISO, GDPR, EDRMS) as well as an awareness around sensitivity to confidential information
- Produce work of a high standard with attention to quality and detail of the final output
- Effective communication skills both orally and verbally with people at all levels
- Good organisational, analytical and problem-solving skills

The role is based in our Central London Office.

Rewards and benefits

- *The FRC offers competitive remuneration packages, with generous benefits and 30 days annual leave plus ability to buy extra leave*
- *The FRC has a strong work/ life balance ethos*
- *The FRC will provide suitable development opportunities which support the requirements of this role*

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 FRC is an Equal Opportunities employer