



Personal Assistant

Financial Reporting Lab team

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

The Financial Reporting Lab brings together investors and preparers of financial statements to consider ways to improve corporate reporting. It does so by inviting participants to meetings and roundtables as part of their participation in specific projects. The team carries out a wide range of stakeholder outreach activity, both to support its work, and to ensure participation in its projects. It also produces reports, communications and presentations explaining the findings of its projects using the information gathered from each of the participants on a particular project.

We are currently recruiting a Personal Assistant for the Financial Reporting Lab, who will support the Director of the Lab and his team in carrying out their roles.

Further information about the role of the FRC and the work of the Financial Reporting Lab team can be found at www.frc.org.uk.

Key responsibilities include:

- *Proactively supporting the Director and the team, by managing diaries, papers, providing materials to support meetings and, and making necessary travel and other arrangements in a way that secures best value for the FRC;*
- *Organising, preparing papers for and taking minutes of:*
 - *Lab Steering Group meetings;*
 - *Roundtables; and*
 - *Other events*
- *Assisting with research activities to support the projects undertaken by the Lab. This might include extracting information from companies' annual reports for analysis by the project manager;*
- *Maintaining project plans, assisting in the preparation of Lab reports and updating the Lab webpages;*
- *Liaising with international and national stakeholders as necessary to support the Director and the team; and*
- *Proactively supporting the needs of the team to ensure they are able to comply with the administrative policies and procedures of the FRC.*

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.*

This role is open to internal and external candidates

Interested candidates should apply with a copy of their CV together with a covering letter to the HR Advisor at recruitment@frc.org.uk.

The closing date for applications is **22 February 2017**

The FRC is an Equal Opportunities employer