About the Financial Reporting Council (FRC)

With the commencement of the Financial Reporting Council (Amendment) Ordinance on 1st October 2019, the FRC has become the independent listed entity auditor regulator for Hong Kong with the direct powers of inspection, investigation and discipline concerning auditors of listed entities and oversight of the performance of the Hong Kong Institute of Certified Public Accountants in respect of their functions for registration, standards on professional ethics and auditing and assurance; and continuing professional development requirements in relation to PIE auditors. The FRC is committed to achieving its mission of upholding the quality of financial reporting of listed entities in Hong Kong.

The FRC has undertaken a number of initiatives to cultivate its existing talent pool, and attract new talent to the FRC. The FRC is an equal opportunity employer. Recruitments are based on competency and experience.

Legal Research Administrator (one year contract)

Responsibilities

- Carry out legal research in various jurisdictions, such as Hong Kong, UK, US etc.
- Provide summary and analysis on legal research
- Assist in building and managing knowledge management system, know-how and other databases
- Assist in maintaining various templates and other knowledge materials
- Perform other duties as assigned

Requirements

- Graduate in Law (LLB) or law graduates with completion of PCLL
- Good academic background (Degree in LLB Law (Second Upper Class or Above))
- Double Degree/Minor in Accounting will be an advantage
- Experience in working as a legal clerk or paralegal to conduct legal research for fee earners will be an advantage
- Good legal research and analytical skill to identify key legal issues/arguments
- Able to handle legal research projects independently with good drafting capabilities
- Excellent command of English and Chinese
- Strong communication skill and work well with the team
- Mature and adaptable team player with a “can-do” attitude, self-motivated and committed to work hard
- Consistently produces quality work and pays close attention to detail
- Able to handle multiple tasks while maintaining quality and ensures that deadlines are met
- Keen to learn and demonstrate enthusiasm, dedication and the ability to take ownership of work

Applications should be sent to: The Human Resources and Administration Manager, Financial Reporting Council, 24th floor, Hopewell Centre, 183 Queen's Road East, Hong Kong or by email to recruit@frc.org.hk.

Application Deadline: **15 March 2021**

Data held by the FRC relating to employment applications will be kept confidential and used for recruitment purposes only. Applicants who are not contacted within six weeks may consider their applications unsuccessful. The FRC will retain their applications for a maximum of six months.