

EFRAG – Recruitment

Editor

Job description

EFRAG, Europe's leading voice in both financial and sustainability reporting is looking for an editor that will play a key role in the quality assurance of its English documents and serve as a writing adviser for the Secretariat.

The role, which will be based at EFRAG's office in Brussels, is critical in ensuring that EFRAG's English-published documents, accessed by a global audience, are of the highest quality.

QUALIFICATIONS AND COMPETENCIES

The following qualifications and competencies are expected of the Editor:

- Five years of editorial experience while working in at least one of the following roles:
 - English business newspaper /magazine journalist;
 - English academic journal editor- ideally finance and accounting journals;
 - Editor of English-written technical documents for similar organisations (e.g., in a legislative, regulatory, standard-setting, accounting policy/advisory division, Public policy think tank).
- Able to provide at least two organisational testimonials of recent high-quality editorial services offered;
- An extensive demonstrable track record of authoring English-published technical documents in any discipline or authoring articles or books read by a wide audience (e.g., news articles, blogs, books for university students);
- Familiarity with business, finance, accounting/ corporate reporting terminology;
- Editorial/proofreader certification is a plus;
- Effective project management (i.e., project planning and execution) skills;
- Team player with the ability to partner with and support staff at all levels of seniority;
- Effective presentation and oral communication skills;
- Ability to work effectively and multi-task under demanding deadlines;
- Capable of working with minimal supervision; and
- Self-starter with an ability to identify needs and initiate a portfolio of value-adding tasks;

RESPONSIBILITIES

The editor will report to the EFRAG management and be responsible for:

- Developmental editing (providing suggestions to enhance document flow and understandability), Copy and line editing (i.e., improving sentence structure and clarity and paragraph readability) and proofreading (grammar, format, punctuation check) of:
 - EFRAG's due process documents across the sustainability reporting and financial reporting pillars as a top priority (i.e., all EFRAG draft sustainability standards and supporting due process documents, EFRAG research-related Discussion Papers, EFRAG FR and SR Draft and Final comment letters, EFRAG draft and final endorsement advice documents, outreach reports, EFRAG Lab reports, Feedback Statements);
 - Communication with external stakeholders (EFRAG update, news items, Annual Report, Governance documents, leadership team speeches and presentations); and
 - Issue papers prepared for meetings by EFRAG governance bodies (EFRAG Reporting TEGs and EFRAG Reporting Boards) and EFRAG working groups/advisory panels.

The editor's input will depend on staff needs and will be a lower priority compared to published due-process documents:

- Enhancing the current EFRAG in-house style guide;
- Conducting training on effective business and technical document writing skills (both group and one-to-one training for staff in need), induction of new staff, and regularly sharing writing tips and best practices.

TERMS

EFRAG welcomes applications for a full-time or part-time employment contract.

EFRAG's employment offer:

- A permanent contract under Belgian law is on offer.
- Competitive terms include:
 - Attractive, market-competitive salaries commensurate to the level of experience;
 - supplementary holidays;
 - pension plan;
 - extra health insurance;
 - meal vouchers, and allowances.
- Hybrid working with some work-from-home allowed.

For more information, please contact EFRAG CEO, Saskia Slomp at rh@efrag.org

How to apply:

Applications (CV & motivation letter – with your name and surname as the document's title), mentioning *EFRAG Editor* in the subject, should be sent to: Rh@efrag.org