

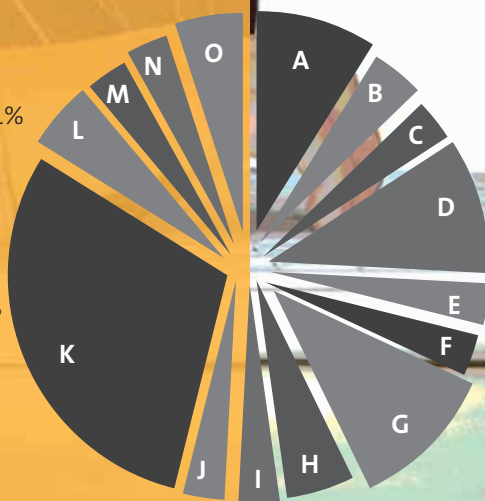
Business, Administration and Finance

All organisations have offices, and all of these need administrative staff to keep them running.

The business and finance sectors are important to the UK. They create the wealth we need to keep the country running. Financial services (such as banks and building societies) are central to the economy.

WHO DOES WHAT?

- A Analysts & Advisers 9%
- B Brokers 4%
- C Call Centre Operators 3%
- D Counter Clerks 10%
- E Customer Care Occupations 3%
- F Finance Professionals 3%
- G Financial Institution Managers 11%
- H Financial Managers and Chartered Secretaries 5%
- I ICT Managers 3%
- J Office Assistants/Clerks 3%
- K Other Occupations 30%
- L Pensions and Insurance Clerks 5%
- M Personal Assistants 3%
- N Software Professionals 3%
- O Wages Clerks, Bookkeepers 5%



Source: Labour Force Survey 2007 © Crown Copyright. Figures are for England.

WHAT'S HAPPENING?

- > The finance sector is split into six sectors – banking; financial advice; insurance credit; leasing and finance; investments and accountancy.
- > Locally over 24,000 people are employed in business, administration and finance. This sector is one of the biggest employers in the West of England.
- > 20% of people in finance have administrative or secretarial jobs (such as counter clerks; pensions and insurance clerks; and account clerks).

WHAT WE THINK WILL HAPPEN

- > There will be a growing demand within administration for people with broader and higher level skills.
- > Organisations will give more responsibility to administrators as the number of managers is reduced. Technical skills and decision-making skills are also growing in importance.
- > New qualifications, called Diplomas, are being introduced. These will help people prepare for university, college or work. There will be a Diploma in Business Administration and Finance. Look out to see whether it's on offer in your area.

NUMBERS EMPLOYED LOCALLY

> B&NES	1,818
> Bristol	20,702
> North Somerset	1,419
> South Gloucestershire	4,085

Source: Annual Business Inquiry Employee Analysis. ONS Crown Copyright. (From Nomis 2009)

SOME JOB SUGGESTIONS

- > Accountant/Accounting Technician
- > Administrator
- > Bank/Building Society Manager
- > Customer Services Assistant
- > Financial Adviser/Consultant
- > Insurance Broker/Technician
- > Insurance Surveyor
- > Investment Analyst/Fund Manager
- > Stockbroker/Equity Salesperson

IS THIS YOU?

- > Good at following systems
- > Good communication skills
- > Enjoy researching and interpreting information
- > Enjoy working with figures
- > Pay attention to detail

HOW MUCH COULD I EARN? Average annual salary (£s)*

> Accountant (Chartered/Certified)	£38,419
> Counter Clerk	£17,807
> Insurance Underwriter	£38,264
> Legal Secretary	£18,080
> Medical Secretary	£15,203
> Office Manager	£33,003
> Receptionist	£11,801
> School Secretary	£14,415

WHAT 16 YEAR OLDS DID IN 2008

In 2008 83.7% of 16 year olds in the West of England continued in full-time education, while a further 10.2% entered full-time employment or work-based training.

A total of 1,182 Year 11 school leavers from West of England schools entered full-time employment or work-based training. Of this number, 63 went into business, administration and finance related work.

Source: Connexions West of England 2009.

WANT TO KNOW MORE?

If you're serious about a career in business, administration or finance – FIND OUT MORE!

- > Use Careerscape, JED, Kudos and the Administration, Business & Office Work and Financial Services sections of your Connexions resource area for more information including:
 - > Qualifications
 - > Local training, further and higher education opportunities
 - > Skills and personal characteristics
 - > Rates of pay and working conditions
 - > Local, national and international employers.

WEBSITES

- > Apprenticeships: www.apprenticeships.org.uk or call the helpline on 08000 150 600
- > Association of Chartered Certified Accountants: www.acca.org.uk
- > Building Societies Association: www.bsa.org.uk
- > Chartered Insurance Institute: www.cii.co.uk
- > Financial Services Skills Council: www.fssc.org.uk
- > Institute of Financial Services: www.ifsllearning.co.uk
- > Sector Skills Council for Central Government: www.government-skills.gov.uk
- > The Diploma: www.direct.gov.uk/diplomas
- > The Institute of Chartered Accountants in England and Wales: www.icaew.co.uk

*Salary rates have been calculated using the average gross pay rates for full-time workers. Figures are for the United Kingdom. Averages can hide higher earnings. With training and career development, higher salaries can be achieved. Source: Annual Survey of Hours and Earnings 2008, O.N.S., © Crown Copyright.

A young man with dark hair, wearing a white hoodie, is smiling and hugging a woman from behind. The woman is wearing a vibrant, multi-colored patterned scarf. The background is a soft, out-of-focus outdoor setting. The entire image is overlaid with a semi-transparent orange rectangle containing horizontal dotted lines for notes.

Notes

Connexions centres in the West of England:

Bath and North East Somerset: 28 Southgate, Bath BA1 1TP. T: 01225 461 501

Bristol: 4 Colston Avenue, Bristol BS1 4ST. T: 0117 987 3700. Minicom: 0117 907 4514

North Somerset: 45 Boulevard, Weston-super-Mare BS23 1PG. T: 01934 644 443

South Gloucestershire: 21-23 High Street, Kingswood, South Gloucestershire BS15 4AA. T: 0117 961 2760
or 28 Gloucester Road North, Filton, South Gloucestershire BS7 0SJ. T: 0117 969 8101

Head Office: 4 Colston Avenue, Bristol BS1 4ST. T: 0117 987 2031 F: 0117 987 2661

enquiries@connexionswest.org.uk

www.connexionswest.org.uk