



Business & Finance

Job Information Sheet

What is business and finance?

Administration, business and office work covers a wide range of jobs, which suit people who are methodical and well organised, enjoy working with people, and have a good command of written and spoken English.

There are many different areas you could work in, the financial sector, law, hotels, retail, manufacturing and many others. Some jobs involve understanding complicated legal information, for some you need to be excellent with figures, and for others you need to speak a foreign language.

The UK financial services industry is huge, and vital to the country's economy. It covers high street (or retail banks) and building societies, corporate and merchant banks, insurance and accountancy.

Are there jobs for 16-19 year olds?

To become an accountant or bank manager you will need experience and a lot of training and many people entering business and finance jobs will have a degree. However, there are still many jobs in this sector that do not require a degree or diploma and in many cases you can study for professional exams while working.

Below is a selection of jobs that could be available to 16-19 year olds living in Central London. Further details of these and many other jobs go to nextstep.direct.gov.uk and click on *Browse our job profiles*.

Some of these will not ask for any qualifications and others will need good GCSEs, A levels or relevant vocational college courses. For almost all jobs it is a big advantage to be able to use office software, such as Word, Excel and the Internet and to be good at communicating with people.

Jobs for 16-19 year olds in business and finance

- **Office assistants** help with the more routine administrative tasks, including gathering information, keying it into a database and dealing with calls from customers and suppliers. Some employers will ask for good GCSE grades and all employers will look for the ability to use office software.
- **Receptionists** deal with people, such as customers, clients, visitors or patients. They welcome callers, provide them with information, answer any queries they may have, and direct them to the person they need to see. Some employers will ask for good GCSE grades and all employers will look for good communication skills and presentation.
- **Secretaries** usually make appointments and keep diaries, draft letters and other documents, answer the telephone, deal with enquiries, and arrange meetings. You normally need a minimum of good GCSEs or a relevant qualification from college and good keyboard skills.
- **Accounts/finance clerks** record all kinds of financial transactions, such as records of incoming and outgoing payments, completing VAT returns and preparing accounts, issuing invoices, receipts and statements, and calculating wages. Some employers will ask for good GCSE grades and all employers will look for the ability to use office software.
- **Bank and building society assistants** deal with customers face-to-face, paying in cheques, paying cash in and out, and answering questions. Then there are administrative jobs such as opening post and balancing the till at the end of the day. You normally need a minimum of 4 GCSE grades A*-C.
- **Insurance brokers** advise clients on what sort of insurance cover will suit their needs, and help them to make the right choice. They also advise and help clients when they make a claim. Some employers will ask for good GCSE grades and all employers will look for good communication skills.
- **Insurance technicians** provide support and back-up in insurance work, including updating records and dealing with clients' enquiries. You normally need a minimum of 4 GCSE grades A*-C and often A Levels or the equivalent.
- **Legal executives** are qualified lawyers who do similar work to solicitors. They deal with routine cases and help to prepare more complex ones. With experience and training they can build up their own caseload of clients. You normally need A Levels or the equivalent and might move into this work from secretarial or admin work in a solicitor's office.

This information sheet covers jobs for 16-19 year olds in Central London. It does not cover graduate jobs or jobs that are rare in Central London. For details of the whole range of jobs in business and finance go to nextstep.direct.gov.uk and click on *Browse our job profiles*.

Business and Finance Apprenticeship Vacancies (on 5th January 2012)



For more details and to apply go to apprenticeships.org.uk and select Search for vacancies under Apprenticeship Vacancies. Search by vacancy reference number using the Ref No from the first column in the table. When this information sheet was published the following vacancies were available:

Ref No	Apprenticeship Framework	Business	Borough	Weekly Wage	Qualifications Required	Closing Date
129239	Business & Administration	Education	Westminster	£289	GCSE grades C+ in maths & English	8 Jan 2012
128561	Business & Administration	Property	Islington	£150	GCSE grades C+ in maths & English	9 Jan 2012
128588	Business & Administration	Law	Islington	£200	None	9 Jan 2012
128722	Business & Administration	Law	Wandsworth	£170	None	10 Jan 2012
129904	Business & Administration	Online Auctions	Camden	£160	GCSE grades C+ in maths & English	12 Jan 2012
117960	Business & Administration ^{AA}	Education	Islington	£320	GCSE grades C+ in maths & English or Level 2 Business	13 Jan 2012
127849	Business & Administration	Recording Industry	Westminster	£269.21	GCSE grades C+ in maths & English	13 Jan 2012
129498	Accounting	Education	Westminster	£150	GCSE grades B+ in maths & English	16 Jan 2012
125483	Business & Administration	Charity	Islington	£168	GCSE grades C+ in maths & English	17 Jan 2012
127498	Business & Administration	IT Services	Camden	£170	A Levels	17 Jan 2012
129034	Business & Administration	Property	Southwark	£180	GCSE grades C+ in maths & English	18 Jan 2012
129938	Business & Administration	Giftware	Hackney	£230	GCSE grades C+ in maths & English	20 Jan 2012
128641	Business & Administration	Media & PR	Westminster	£180	None	31 Jan 2012
124449 124563 128041 128046 124363 124376 124474 128049	Business & Administration	Training	Westminster	£125 to £180	Most vacancies ask for no formal qualifications	31 Jan 2012
112460	Business & Administration	Finance	Kensington & Chelsea	£170	GCSE grades C+ in maths & English	3 Feb 2012
127401	Business & Administration	Training	Wandsworth	£144	GCSE grades D+ in maths & English	14 Feb 2012

Many more Business & Administration Apprenticeships listed under Business, Administration & Law at www.apprenticeships.org.uk

Any vacancies marked ^{AA} are Advanced Apprenticeships leading to Level 3 qualifications, all others are Intermediate Apprenticeships leading to Level 2 qualifications.

To apply for any of these vacancies you will need to register (if you have not already) at apprenticeshipvacancymatchingservice.lsc.gov.uk/navms/forms/candidate/PreRegisterCandidate.aspx (you will need a valid email address in order to register). You can get further help on using the site and making applications at apprenticeships.org.uk/sitecore/content/avtm/Candidate.aspx

Other vacancy websites

There are countless sites for jobs in business and finance but many are only useful to those with a degree or experience. Some of those of interest to young people are listed below:

NHS Jobs (www.jobs.nhs.uk)	Vacancies from National Health Service employers across England, including admin jobs.
Santander (www.santanderjobs.co.uk)	Includes former Alliance and Abbey National branches
Barclays (www.barclays.co.uk/careers)	0845 6026234
Barclays (www.barclaysdegree.com)	Retail Development Programme (combining work and university study) for those with A Levels or equivalent qualifications
Deloitte (careers.deloitte.com/united-kingdom/students/country_custom2.aspx)	BrightStart accountancy training programme for those with A Levels or equivalent qualifications
KPMG (www.kpmgcareers.co.uk)	School Leaver Programme offering accountancy training programme for those with A Levels or equivalent qualifications
Nationwide (www.nationwide.co.uk/careers/current)	Prefer 6 months customer service experience
HSBC (www.hsbc.com/onlinecareers)	020 7991 8888 (or text phone 0800 587 0613)
Royal Bank of Scotland (www.rbs.jobs)	Includes Nat West branches
Bank of England (www.jobsatthebank.co.uk/pages/sch.aspx)	020 7601 5577 or for general information
Civil Service (www.careers.civil-service.gov.uk)	Links to all civil service departments
Public Sector (www.jobsgopublic.com)	Public sector jobs
Local Government (www.lgjobs.co.uk)	Local government
Metropolitan Police (www.metcareers.co.uk)	Civilian police staff vacancies
Museums and Art Galleries (www.museumjobs.com)	Select UK and then administration
PwC (www.pwc.com/uk/en/careers/student/head-start.jhtml)	HEADStart accountancy training programme for those with A Levels or equivalent qualifications