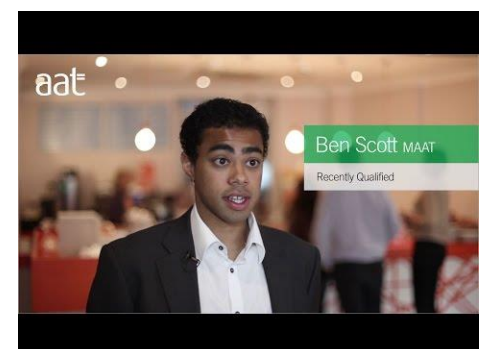


Careers in Business and Finance

There are a wide range of roles that involve Business and Finance in some way or form, these might include working in within an organisation or running and owning your own business.

To find out more about the different roles within this sector you could watch some real-life career stories; [icould](#) and [Careers Box](#) have lots of different videos, some of which are below, but click on the links to view many more different stories.



There are many different sectors within Business and Finance, so it's worth exploring what area interests you the most. Websites such as [CareerPilot](#), [Prospects](#) and [The National Careers Service](#) can help you explore the different pathways.



Admin assistant
Salary range: £14,000 to £30,000
Admin assistants give support to offices by organising meetings, typing documents and updating computer records.

Arts administrator
Salary range: £13,000 to £50,000
Arts administrators help to organise events and exhibitions, manage staff, and look after buildings like theatres or museums.

Assistant immigration officer
Salary range: £18,000 to £20,000
Assistant immigration officers check that people have the right to visit or stay in the UK.

Barristers' clerk
Salary range: £15,000 to £60,000
Barristers' clerks deal with the admin in barristers' offices and organise the barristers' workload.

Border Force officer
Salary range: £23,000 to £31,000
Border Force officers protect UK border entry points like ports and airports, by enforcing immigration and customs regulations.

Building control officer
Salary range: £22,000 to £60,000
Building control officers make sure building regulations are followed.

Business analyst
Salary range: £30,000 to £70,000
Business analysts work with organisations to help them change and improve.

Business development manager
Salary range: £25,000 to £60,000
Business development managers find new

Business project manager
Salary range: £22,000 to £70,000
Business project managers plan and organise people, tasks and resources to complete a



Register to gain some virtual work experience
<https://barclayslifeskills.com/i-want-virtual-work-experience/school/virtual-work-experience>

You can also do some free online courses to learn more about social media and marketing

<https://www.futurelearn.com/courses/digital-skills-social-media>



Apprenticeships

There are different pathways into business and finance – you could look at an apprenticeship or you might choose to go to University.

Apprenticeships are where you gain a qualification and earn at the same time – you are employed by an organisation. Click on the image below to find out more about

apprenticeships and search for vacancies use the [Find an Apprenticeship](#) website.



Thinking about University? The [UCAS](#) website and [Prospects](#) website can give you lots more information about the different courses and entry requirements.

If you want to find out about specific courses then go to <https://digital.ucas.com/search>



Using the information above note down information about:

- ✚ Salary
- ✚ How to become
- ✚ What tasks do you do?
- ✚ Where are the vacancies?
- ✚ Progression opportunities
- ✚ Related roles



Financial managers and directors		UK Average	
Weekly Pay £1,500	Annual Pay £78,000	Weekly Pay £505	Annual Pay £26,260
Hours/Week 39h	Hourly Pay £38	Hours/Week 37.5h	Hourly Pay £13
Workforce Change (projected)		Workforce Change (projected)	
Growth 9.1%	Replacement 49.8%	Growth 6%	Replacement 39.5%
<small>The workforce is projected to grow by 9.1% over the period to 2027, creating 25,900 jobs. In the same period, 49.8% of the workforce is projected to retire, creating 142,100 job openings.</small>		<small>The workforce is projected to grow by 6% over the period to 2024, creating 1,874,000 jobs. In the same period, 39.5% of the workforce is projected to retire, creating 13,110,000 job openings.</small>	
You might find this job in Auxiliary services Legal & accounting Financial services Head offices, etc Wholesale trade		<small>This is the average combined for all industries across the UK. The pay and hours are that of an average full-time employee in this job, including bonuses, before tax and deductions.</small>	
More info	Clear card	Clear card	

Use [Labour Market information](#) and the Careerometer to compare different job roles within this sector. What does the information say about the role you are interested in?



Have you ever thought about starting up your own business?

The Prince's Trust is just one of many useful websites that have lots of useful information if you have ever thought about what it takes to start your own business.



Prince's Trust

START SOMETHING

You can also find out more about becoming an Entrepreneur by watching these 3 videos:



WHAT IS AN ENTREPRENEUR



HOW TO BE SUCCESSFUL



WHAT SKILLS



Tasks

Can you name three different Business-related departments within an organisation?	1. 2. 3.
Name three skills and qualities you will need to pursue a career within finance	1. 2. 3.
Can you give three different courses you might take to work within the business sector	1. 2. 3.

A day in the life of An Accountant in the NHS

I manage a team of 12 people with responsibility for the smooth running of the finances of a hospital. This includes:

- ✚ Ensuring there are sufficient balances in the bank accounts to pay our suppliers and more importantly the staff.
- ✚ Raising invoices to our customers (the people who request our services are generally Clinical Commissioning Groups but we also charge individuals who receive private treatment, other hospitals some private healthcare providers). There are routine processes to ensure that these invoices are paid in a timely manner such as reminders and statements.
- ✚ Payment runs to pay the suppliers (for this, invoices need to be processed, authorised and sample checked as part of the payment run to ensure the value, bank account are correct)
- ✚ Co-ordinating the financial accounts team so they deliver all requirements
- ✚ Monitoring payroll reports and transactions to ensure there are no issues
- ✚ Working closely with the management accounts team who report to the budget holders and checking that internal controls are adhered to
- ✚ Producing the year end accounts and being the contact with external audit answering their queries and demonstrating that all of the transactions in the finance system are correct.
- ✚ Liaison with the managers responsible for the IT and building contracts (capital) so that capital reports are accurate.



Although there are lots of numbers the role doesn't require you to be a mathematician but you do need to be logical, organised and able to deal with lots of different stakeholders in a variety of formats – email, phone, face to face, excel, word.

I am a Chartered Institute of Public Finance Accountant having completed a 3-year training role with the Audit Commission. Being a qualified accountant gives you more opportunities to develop/advance than not being qualified (with the qualification taking about 3 years once you have a degree or completed AAT). I do know people who haven't finished their qualifications who have progressed to senior management level regardless.

A significant amount of my time is spent managing the team, particularly with corona virus meaning some of the team are working remotely. I try to touch base with each of the home workers each day but it means that my work doesn't start until 10am (I start at 8.30am). Every day is different but there are daily, weekly, monthly, quarterly and annual tasks that have to be completed. I try to finish by 5.30pm but occasionally deadlines mean I work as late as 7pm (particularly over the financial year end when we're producing the accounts).



As we are the finance department of a hospital, everything we do, had to continue during the pandemic but with social distancing in the workplace and some individuals unable to come to work due to underlying health conditions lots of things had to change. The technology was there for most individuals to work from home at least some of the time with the team working flexibly and spending some days on site and others at home or working long days/ Saturdays. There is still a lot of paper-based work so it hasn't been possible

to do everything from home. There have been lots of urgent payments/ orders that have needed to be facilitated requiring somebody to be in the office to answer calls (it isn't possible to divert from the work landlines) to action them in a timely way. Things have settled down into a sort of routine now though and I can't imagine that we'll ever completely go back to being an office based team.

A day in the life of Founder and Director of Angel Media PR and Media Consultancy

As someone who is self-employed, I work as many, or as little, hours as the work that comes in dictates really. I've even worked all day and into the early hours for the best part of a week in order to edit a novel for a client for publication – it ended up being more of a rewrite so took far longer than expected.

As a former award-winning journalist, who used to be a news editor and a feature writer working to tight deadlines, I'm used to work swiftly and under pressure, having to adapt interview techniques to get the best out of high profile figures, including celebrities and Prime Ministers, as well as normal people. It's far more relaxed working for myself and as a PR and media consultant working from an office at my home.



I'm fortunate that my experience and skills, which includes being able to pull stories out of people and reams of information, to know what will work, and how it will work, in the media, allow me to be able to adapt to different client situations I'm faced with. Journalism skills are actually very transferrable to other job roles, and I'm proud to have happy clients and a 100% success rate in securing their PR gets media coverage to date as a company director on the back of this.

Before the coronavirus I had worked hard networking to build up by business, and I was at the point of having enough clients, work and finances coming in to consider looking to recruit staff, when the lockdown hit. I was also very busy in my role as a PR and Marketing Mentor for Staffordshire Chamber of Commerce's Let's Do Mentoring programme have up to 4 x two hour meetings a week with local mentee businesses helping them to correctly focus/re-focus their marketing and PR so it aligned better with brand/message/services/offer as well as picking up new clients along the way. These meetings would take a couple of hours prep – working through their websites, all social media platforms, LinkedIn profiles and any other platforms their company was on. I'd then meet face-to-face (usually over a coffee/two) to deliver the mentoring session – usually lasting 1.5-2 hours.

Work for clients, I'd already got on my books, would involve a face-to-face meeting once a month at which we would discuss activities since we last met, and looking forward, and from that I would suggest potential stories that I would then pursue.

The first weeks after the virus lockdown were very quiet – I was asked to stop quite a lot of planned PR and marketing campaigns, that were all packaged up and ready to go – as there was a feeling that it would be in bad taste to run positive news when the lives and businesses of others were at risk. However, on the flip side, I had got many media platforms that I work with saying they were desperate for good news, and that online readership had soared – in the case of a regional news publication it was up a phenomenal 2.3million. I'd also had to postpone mentoring meetings that I had planned as this could no longer take place face-to-face, which is always more productive than over the phone.

A day in the life of an Administrator for Programmes and Networks, Academic Office, St Anne's College, University of Oxford

Working hours: 9am – 5.15pm

Skills and qualities:

- Friendly and positive outlook - I help students, academics and colleagues in other departments on a daily basis.
- International experience useful - used to working with and interacting with people from different cultures.
- Enthusiastic about travel – this should be a perk of the job, not a chore!
- Organised – need to plan the year ahead
- Basic administrative skills – Word, Excel, etc.
- Attention to detail – useful for most office-based activities

I work for [St Anne's College](#) which is one of the colleges that make up the University of Oxford. Colleges are friendly places to work and have a good community feel about them. The two largest parts of my job are organising international summer schools and arranging internships.



International Programmes - We hold a summer school in Hong Kong every two years for approximately 100 students in Hong Kong who are aged between 15-17. I travel there with 18 academics who teach the students a variety of subjects, and I have to oversee the programme. It's quite a challenge looking after 100 students, but even more challenging looking after Oxford academics! There is a lot of organisation involved in the 6+ months leading up to the programme, including booking flights, accommodation, overseeing student applications etc. But this aspect of my job is very exciting and I love being able to travel.

We also run an annual programme in Singapore for a much smaller group of students which is taught by only 4 academics. Unfortunately, I don't attend this programme but I do organise the set up like the other summer school.

Internships - For our current students at St Anne's, we arrange internships across a variety of sectors and based in different countries. This is a great way to gain work experience, see if you like the industry, make useful connections, and sometimes gain experience of working in a different culture. All the internships we organise are paid and take place over the summer holidays for a period of between 3 – 12 weeks. They are based in London, Belgrade, Tokyo and New Delhi. We also offer a Year in Japan scheme, which is a chance for 6 final year undergraduates to spend 10 months fully paid learning Japanese and teaching English at a University on the southern island of Kyushu. For all these opportunities I liaise with the companies and oversee the student applications and interviews.

Undergraduate Admissions - I also take part in the undergraduate admissions cycle in December each year, which sees hundreds of potential undergraduate students interviewed in College over 2 weeks. I create interview timetables for different subjects and generally help things run smoothly.

Funding - College also offers funding for students who may be struggling financially to meet the costs of College and University life. We offer a large scholarship for Muslim students for the rest of

their time at University, and also funding for students who are doing scientific work in a laboratory over the summer and cannot afford their accommodation. There is also financial help for students who take language courses once they are at College. I oversee the advertising and application process of all these opportunities.

Replacement cards - Students often pop in to the office as they've lost their ID cards so I help them order new ones!



Transcripts - Alumni of the College sometimes need a certificate from the College to say that they were a student here and what grades they received. I am responsible for looking up these details in our archives (some people who ask were students here in the 1970s!) and writing their transcripts.

Committees - We have an International Committee meeting 3 times a year where we discuss the international activity of the College, and I am responsible for setting up the meeting, getting the papers ready and taking minutes during

the meeting.

Team meetings - The 10 of us who make up the Academic Office have a team meeting every Tuesday morning, where we discuss what we have been up to and if there are any issues that need raising.

Open Days - College has 3 open days per year which sees hundreds of potential undergraduate students visit to find out more about the subjects they are interested in, accommodation, food, etc. I tell students all about the internships on offer and am a cheery face for them to chat to!

Tours for international groups - We get groups of potential students visiting the College every couple of months, so I give them a tour and try my best to answer their questions!

Oh, and possibly the best part of working for a college - you get a free cooked lunch every day! Which partly makes up for the not so brilliant salary of an administrator.

Effects of coronavirus – College has had to shut basically, so send all students home who are able to do so. All lectures, seminars and tutorials next term will be remote, first year exams cancelled and final year exams will be done at home. All events and conferences are cancelled which will cost the College millions. Quite a few staff have been furloughed. Oh dear!