



Careers information sheet

Business, Administration and Finance

Business, Administration and Finance are fundamental to all sectors - both public and private - so qualifications in these areas are highly transferable. There is a shortage of people with high level management and leadership skills.

Nearly 5 million people are employed in business and administration in the UK. Most are office based, but there may be opportunities for travel. The work varies from basic office support and administration to specialist roles as varied as Human Resources, Business Analysis and Medical Secretary.

Financial services sectors are:

- Banks and Building Societies
- Business to business
- Business support
- Credit and finance
- Insurance and risk
- Financial advice and wealth management

(Source: jobs4u/FSSC)

You can get your qualifications by taking vocational courses or studying while in employment as well as by the more traditional full time education route. The important thing is to choose a route that suits you.

Remember these are career pathways, and you can get on or off the pathway at any point!

Additional sources of information

The Financial Services Skills Council is the lead SSC for the new Business, Administration and Finance Diplomas alongside Skillsmart Retail and the Council for Administration. The Council for Administration designs and promotes vocational qualifications in Business and Administration including NVQs, E2E programmes and Foundation Degrees.

- <http://www.fssc.org.uk>
- <http://www.skillsmart.org.uk>
- [http:// www.cfa.uk.com](http://www.cfa.uk.com)

Break into Biz has careers information
<http://www.breakinto.biz>

FSSC careers website for young people
<http://careers.fssc.org.uk>

National Skills Academy for Financial Services
<http://www.nsafs.co.uk>

<http://www.efinancialcareers.co.uk> will give you an idea of the range of different careers in Finance.

Centres of Vocational Excellence (CoVEs) for Business, Finance and Accounting in the South East are:

Newbury College, Berkshire
<http://www.newbury-college.ac.uk>

Highbury College and Farnborough College, Hampshire
<http://www.learnbusiness.org>

North West Kent College, Kent
<http://www.nwkcollege.ac.uk>

Guildford College, Surrey
<http://www.guildford.ac.uk>

Northbrook College, West Sussex
<http://www.northbrook.ac.uk>

The Financial Services Authority regulates the financial services industry in the UK
<http://www.fsa.gov.uk>

What else should I be doing?

There's a lot you can do to help your Business, Administration and Finance career outside formal learning:

- find part time work/holiday jobs/work experience in an office
- take part in Aimhigher activities, such as summer schools and taster days
- take part in Young Enterprise www.young-enterprise.org.uk
- improve your teamwork and personal skills – especially communication and presentation
- develop your problem solving and thinking skills
- work on your keyboard and general IT skills
- keep up to date by reading the financial and business pages of broadsheet newspapers such as the Financial Times
<http://www.ft.com>