

I'd like to work in...

Business, Administration & Finance

This sector covers a huge range of types of employers including: legal services, banking, accounting, training and recruitment of staff, marketing and sales, estate agents and business consultants.

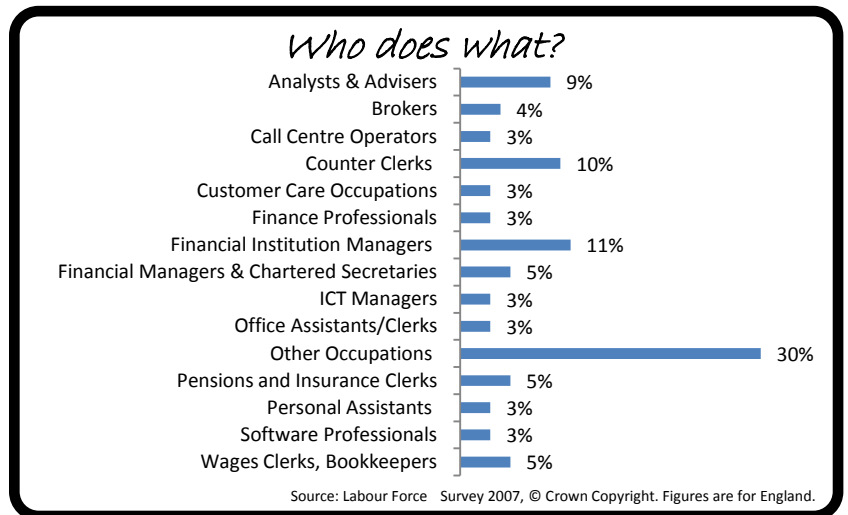
What's happening?

The finance sector is split into six sectors – banking, financial advice, insurance credit, leasing and finance, investments and accountancy.

20% of people in finance have administrative or secretarial jobs (such as counter clerks, pensions and insurance clerks and account clerks).

Call centres play an integral part of the financial services sector. There are approximately 4.9 million people working in business administration in the UK. 75% of these are female.

The economic downturn has affected job seekers as companies in this sector may be less willing to take on permanent employees in case they need to make job cuts.



How much could I earn?

Accountant (Chartered/Certified)	£37,948
Counter Clerk	£17,933
Insurance Underwriter	£45,515
Legal Secretary	£18,119
Management Accountant	£38,274
Medical Secretary	£15,733
Office Manager	£32,687
Receptionist	£12,055
School Secretary	£15,345

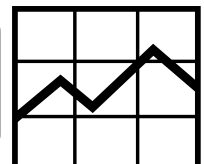
*Salary rates have been calculated using the average gross pay rates for full time workers. Figures are for the United Kingdom. Averages can hide higher earnings. With training and career development, higher salaries can be achieved. Source: Annual Survey of Hours and Earnings 2009, O.N.S., © Crown Copyright.

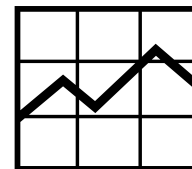
Local Picture for Hertfordshire

There are 503,402 employee jobs in Hertfordshire, 84,106 are in Business, Administration and Finance.

Annual Business Inquiry 2008 prepared by HCC. (It excludes members of the Armed Forces, domestic staff in private households, the self-employed, trainees on work-related government training programmes who do not have a contract of employment, directors, partners and working proprietors not in receipt of a salary).

Useful subjects... Business, Economics, English, Geography, Government and Politics, History, ICT, Law, Maths, Media and Communication Studies, Modern Foreign Languages, Psychology, Philosophy and RS.





What 16 year olds did in 2009?

After finishing year 11 in 2009 the majority (89.8%) of young people in Hertfordshire stayed in full time education. Of these 3,742 chose a vocational course - 258 young people started one related to Business, Administration and Finance.

In Hertfordshire 482 young people from year 11 entered full time employment or work related training. 25 of these went into this area of work.

Youth Connexions Hertfordshire

What's possible...

Keep going, you don't know your limits unless you try. There are a number of learning opportunities where you can improve your earning potential. This does not always mean full time study, there are lots of different ways you can learn skills and gain qualifications. Universities and Colleges are creating more flexible, work based, foundation degrees and other qualifications. You could go on to study...Corporate Management, International Business Strategy, Economics and Finance, Accounting or International Enterprise and Business Development.

Find out more...

If you're thinking about this type of work - FIND OUT MORE!

Use your Youth Connexions area, visit your local Youth Connexions Centre or One Stop Shop, or the internet for information about jobs, qualifications, local training, further and higher education.

- **Careerscape** (information about careers, employment, education and lifestyle issues) – go to www.careerscape.co.uk. You will need a user name and password to access Careerscape. Schools/Colleges and Youth Connexions Hertfordshire One Stop Shops and Centres can create "User names and passwords". If you have any difficulty obtaining a user name and password please email your name, date of birth, and name of your School/College/One Stop Shop or Centre to infoyouthconnexions@hertscc.gov.uk
- **Job Profiles** – <https://nextstep.direct.gov.uk> – go to *Browse our Job Profiles (Want to be a ...? section)*
- **Working in Booklets** – case studies of people in a variety of jobs. Try your Youth Connexions area, or local One Stop Shop or Centre.

Please contact your Youth Connexions Personal Adviser for further information and advice.

- Freephone: **0800 389 3258**
- feedbackyouthconnexions@hertscc.gov.uk
- www.youthconnexions-hertfordshire.org

Tomorrow's work –

what we think will happen

- This area was expected to see the highest rate of employment growth. (13% between 2004 and 2014). With the recession and the financial crisis this is unlikely, but there will always be a demand for administration and business workers.
- The forecast rise in the population, combined with the increased ratio of pensioners to working people, is resulting in the Government encouraging people to make adequate provision for their retirement. This will increase the demand for pensions, savings and investment products. It is predicted that this will affect the skills required in the sector, particularly in terms of new technology and also call centre skills.
- There is a growing demand within administration for people with broader and higher level skills. Organisations are delegating more authority and responsibility to administrators as the number of managers is reduced.
- 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 – www.hertschoices.org.uk



Aimhigher...
Hertfordshire

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