

# What could I do with ...

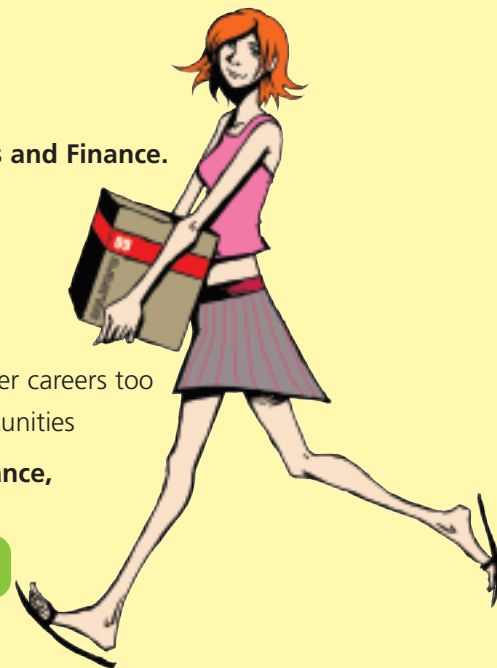
## Business Studies / Business Administration & Finance

This subject will develop your knowledge, understanding and skills of Business and Finance. It will also improve your:

- Commercial awareness
- Communication skills
- IT skills
- Number skills
- Organising skills
- Problem solving
- Project skills
- Teamwork

These skills are important for Business, Administration and Finance jobs and lots of other careers too. Starting work in a Business / Administration job can open up many other career opportunities.

The lists below are just some job ideas using Business, Administration and Finance, can you think of others?



### Jobs which usually expect at least some GCSEs / Level 1 qualifications

- Call Centre Operator
- Clerical Assistant
- Data Input Operator
- Postroom Clerk
- Sales Assistant
- Warehouse Clerk

### Jobs which usually expect at least 4 or 5 GCSE grades A\*- C / Level 2 qualifications

- Accounting Technician
- Building Society Officer
- Customer Services Manager
- Estate Agent
- Freight Forwarder
- Health Records Clerk
- Legal Executive
- Magistrates Court Assistant
- Medical Secretary
- Payroll Clerk

### Jobs which usually expect Advanced / Level 3 and often Higher Education qualifications

- Accountant
- Barristers Clerk
- Events Manager
- Financial Adviser
- Health Service Manager
- Housing Officer
- Human Resources Officer
- Local Government Administrator
- Logistics Manager
- Management Services Officer
- Marketing Executive
- Pensions Manager
- Public Relations Officer
- Purchasing Manager
- Retail Buyer
- Secondary School Teacher
- Transport Planner
- Valuer

### What to do next

- Research these job ideas
- Think about:
  - What the job involves
  - What sort of a person you need to be
  - What qualifications you might need
  - What routes lead into the job

### Useful Websites

[www.connexions-direct.com/jobs4u](http://www.connexions-direct.com/jobs4u)

[www.cfa.uk.com](http://www.cfa.uk.com)