

For  
14-19s

# Business, administration and finance

## The scene in Sheffield

### What is business, administration and finance?

All organisations need people who can plan, sell, manage a budget, deal with customers or keep records. The business, administration and finance sector includes all these jobs – and more.

You may also want to run your own business one day. You need the same skills plus you need to have a great business idea and then be able to turn that idea into a sound business plan.

"I want people with good communication and teamwork skills."

"The financial sector is global so there are chances to travel and work abroad."



### What's happening in the sector?

- There have been job losses in banking and finance. However, in Yorkshire and the Humber this sector is now more optimistic about the future (more so than other work sectors).
- In Sheffield many business, administration and finance jobs are in the public sector (e.g. the city council). These could be affected by government cuts in spending but the public sector is still likely to be a big source of local jobs.
- In future, the number of clerical and secretarial jobs is predicted to fall. However there should be an increase in higher level jobs in this sector.

You need a range of skills: IT, numbers, good business sense, team work and communication skills. Most jobs expect GCSE Maths and English.

"The business world is dynamic and challenging."

"These jobs are at the core of every organisation."



### What jobs are there?

Job	Salary range (£)	Job	Salary range (£)
Accountant	28,000-50,000+	HR Manager	18,000-50,000
Accounting Technician	14,000-25,000	Legal Secretaries	11,000-30,000
Administrators	18,000-35,000	Medical Secretaries	13,000-25,000
Admin Assistant	11,000-18,000	Office Trainee	9,000-13,500
Business Consultant	20,000-50,000+	Personal Assistant	17,000-30,000
Call Centre Staff	10,000-18,000	Receptionist	10,000-24,000

These are national average salaries for qualified workers and the higher rates are for experienced staff and supervisors. Pay rates in Yorkshire and the Humber may be lower.

Sheffield futures

#### Want to know more?

[www.getconnectedsheffield.com](http://www.getconnectedsheffield.com) & [www.applysheffield.org.uk](http://www.applysheffield.org.uk) – for local vacancies  
[www.apprenticeships.org.uk](http://www.apprenticeships.org.uk) – for apprenticeship vacancies across the country



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## The routes in

If you're choosing options in Year 9 (or Year 8) pick a broad range of subjects.

Good grades in English and Maths are important.

Some schools also offer qualifications which involve learning about the sector e.g.

- Diploma in Business, administration and finance or BTEC First in Business
- Young Apprenticeships in Business
- Vocational Skills Programmes in Business & administration

Ask at your school, use the *Look Ahead booklet* from Sheffield Futures or visit

[www.applysheffield.org.uk](http://www.applysheffield.org.uk)

**After Year 11** there are full time courses and work based learning at different levels:

- **Level 1** might be right for you if you're expecting grades E-G.
- **Level 2** normally needs some GCSE grades D.
- **Level 3** normally needs at least 4 or 5 GCSE grades A\*-C.

If you have equivalent qualifications check whether you still need some GCSEs, particularly in English and Maths.

## Where can I learn after Year 11?

Here is a basic guide to opportunities in local colleges, sixth forms and work based learning.

**Warning:** This information can change – always check it on [www.applysheffield.org.uk](http://www.applysheffield.org.uk)

Subject	Level 1	Level 2	Level 3
<b>Job specific qualifications (e.g. NVQ)*</b>			
<b>Accountancy</b>		Babington Business College, Future-Wize	Babington Business College, Future-Wize
<b>Business/Administration Business &amp; ICT</b>	Nacro	A4E, Babington Business College, ESA, Future-Wize, JHP, MetTECH, Protocol Skills, Sheffield City College, STL, The Source	A4E, Babington Business College, ESA, Future-Wize, JHP, MetTECH, STL, The Source
<b>Legal Secretary/Legal Administration</b>		Future-Wize, Sheffield City College	Future-Wize
<b>Medical Administration</b>		Sheffield City College	
<b>Work related qualifications (e.g. Diploma, BTEC)</b>			
<b>Foundation studies (Business subjects)</b>	Hillsborough/Norton/Sheffield City College/Peaks Centre		
<b>Administration/Business/Office Technology</b>	Sheffield City College	Sheffield City College	
<b>Business &amp; ICT</b>	Hillsborough College, Sheffield Academies		
<b>Business/Business &amp; Finance</b>		Hillsborough/Norton /Sheffield City College, Longley Park College, High Storrs, Sheffield Academies	Hillsborough/Norton College/Peaks Centre, King Egbert, Longley Park, Sheffield Academies
<b>General qualifications</b>			
<b>A Levels/Applied A Levels (Business subjects are available but discuss choice with your Personal Adviser)</b>			All colleges and sixth forms

"We need English and Maths at GCSE."



\*You normally complete Level 1 before Levels 2-3.

Hillsborough, Norton, Sheffield City College and Peaks Centre are all part of The Sheffield College.