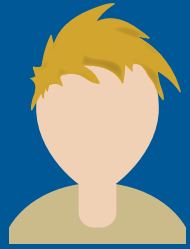


Working in Finance, Business and Administration Services

There will be an estimated **32,900** job openings in the Finance, Business and Administration Sector over the next 10 years in **Edinburgh, Midlothian and East Lothian**



Modern Apprenticeship Level 3
Customer Service
SCQF 6/7

Banking Customer Service Adviser
The first person that a customer would speak to at a bank, building society or credit union. Either in a high street branch or on the phone, you'd help people with their money and explain the bank's products.

Modern Apprenticeship Level 3
Providing Financial Services
SCQF 6

Foundation Apprenticeship
Financial Services
SCQF 6



Modern Apprenticeship Level 3
Providing Financial Services
SCQF 6/7

Technical Apprenticeship Level 4
Insurance
SCQF 8/9

Honours Degree
Risk Management
SCQF 10



Insurance Risk Surveyor
Checks buildings, machinery and other possessions that people want to protect with insurance. You'd spot issues that could be a potential danger and explain to people how to make things safer.



Honours Degree
Accounting and Finance
SCQF 10

Management Accountant
Making sure the business you work for keeps track of all its money, pays its bills and is paid by its customers. You'd find ways that the company can grow and make bigger profits.

Modern Apprenticeship Level 3
Accounting
SCQF 6/7

Foundation Apprenticeship
Accountancy
SCQF 6

Modern Apprenticeship Level 3
Accounting
SCQF 6/7

Honours Degree
Economics
SCQF 10



Public Finance Accountant
Helping a public organisation to manage its finances so taxpayers know that their money is being spent properly.



Honours Degree
Business Administration
SCQF 10

Legal Secretary
Helps to run a legal services or law firm to give people high quality legal services. You'd provide high level administrative support to lawyers and legal executives.

Modern Apprenticeship Level 3
Business Administration
SCQF 6/7

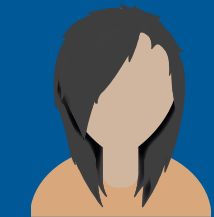
National Certificate Level 6
Legal Services
SCQF 6

Foundation Apprenticeship
Business Skills
SCQF 6

National 4 Skills for Work
Health Sector
SCQF 4

Technical Apprenticeship Level 4
Accounting
SCQF 8/9

NPA Level 5
Administration Medical
SCQF 5



Health Records Clerk
Keeping patients' medical records up to date. You'd make sure that their information is available to doctors and medical staff when they are treating a person.

National Progression Award (NPA) Level 5
Office Skills and Services
SCQF 5