

So, you're thinking of a career in... PROFESSIONAL AND BUSINESS SERVICES

What is the Professional and Business Services sector all about?

The Professional and Business Services (PBS) sector is a major component of the UK economy and a key growth area for the Liverpool City Region. The sector consists of financial, real estate, legal and insurance activities. In addition, business support functions that include employment agencies, administration, security and rental form a key part of the sector. Within the City Region, there are particular specialisms such as wealth management (Liverpool City Region has the second largest wealth management industry in the UK), and also in business services to the maritime industry.

Will there be any opportunities and where are they?

There has been a growth in new firms in the area of technical and environmental management consultancy - that is reflective of the strength of Low Carbon, and Maritime and Logistics in the City Region.

Given the changing relationships with Europe and other international markets, ensuring that businesses are competitive is crucially important. A ready supply of skilled people who have the core and technical competencies required by employers, and who are adaptable and able to respond positively to changing technology, markets and working conditions, will be essential.

Key personal qualities include decisive thinking, being able to influence people at all levels, and being to collaborate and work effectively with colleagues, stakeholders and customers or clients.

How to get into the sector?

Important skills to have:	Useful subjects to study:
Accuracy and attention to detail	English and Maths
Project management	Languages
Report writing	Science
Critical and analytical thinking	ICT/Digital
Teamwork	Citizenship
Problem solving	Design and Technology
Communication and influencing skills	Accountancy
Resilience and motivation	Law

What types of jobs are available?

Human resources administrative occupations: Job holders in this group provide administrative support for the human resources (HR) operations within organisations.

Call and contact centre occupations: Workers in this group receive and respond to telephone calls from potential clients and existing customers regarding the products and services offered by an organisation.

What types of jobs are available... continued

IT operations technicians: IT operations technicians are responsible for the day-to-day running of IT systems and networks including the preparation of back-up systems, and for performing regular checks to ensure the smooth functioning of such systems.

Legal associate professionals: Legal associate professionals provide administrative support for legal professionals, and investigate and make recommendations on legal matters that do not fall within the province of a normal court of law.

Insurance underwriters: Insurance underwriters identify and measure the risks associated with an activity, determine whether this risk is insurable and issue insurance policies which provide financial compensation in the event of loss.

Legal secretaries: Legal secretaries file and maintain legal and other records, transcribe notes and dictation into typewritten form and perform other routine clerical tasks in legal practices.

Chartered and certified accountants: Job holders in this group provide accounting and auditing services, advise clients on financial matters, collect and analyse financial information and perform other accounting duties required by management for the planning and control of an establishment's income and expenditure.

Finance and investment analysts and advisers: Job holders in this group advise customers, who may be individuals, companies or specialist groups, on the purchase of investments, insurance, mortgages, pensions and other financial services and products.

Financial managers and directors: Financial managers and directors plan, organise, direct and co-ordinate financial information and advise on company financial policy.

Barristers and judges: Job holders in this group prepare and conduct court cases on behalf of clients, preside over judicial proceedings, and pronounce judgements within a variety of court settings and tribunals.

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Professional Liverpool
www.professionalliverpool.com



CIPD
www.cipd.co.uk



Financial Skills Partnership
www.financialskillspartnership.org.uk

