



Careers in Business & Finance

Your guide to training, jobs and opportunities

Liverpool & Merseyside | Level 1 to Level 3 | SEND-friendly options may be available



Why Choose a Career in Business & Finance?

- Essential careers in every organisation — business and finance professionals are always in demand
- Wide range of roles across all industries — banking, accounting, management, marketing, administration
- Strong earning potential — finance and management roles command competitive salaries
- Progression opportunities — build skills from entry-level roles to management and professional qualifications
- Flexible work options — many finance roles offer remote working and flexible hours
- Transferable skills — business skills are valued across every sector and globally



Skills and Personal Qualities

- Strong numeracy and maths skills — handling figures, calculations, data analysis
- Attention to detail — accuracy is essential in financial and business records
- Organisational skills — managing multiple tasks, meeting deadlines, keeping records
- Communication skills — presenting information clearly to colleagues and clients
- Problem-solving ability — analysing business issues and finding practical solutions
- IT skills — using spreadsheets, accounting software, business systems
- Reliability and integrity — trustworthiness is crucial when handling finances and sensitive information



Useful School Subjects

- Maths — essential for accounting, finance, business calculations and analysis
- English — business communication, report writing, client interaction
- Business Studies — understanding business management, economics, enterprise
- ICT / Computing — spreadsheets, databases, accounting software, data management
- Economics — understanding finance, money, markets and business decisions



Local Courses (Levels 1 to 3)

Courses are available at local colleges across Merseyside. Many courses accept students without GCSEs.

Accounting & Bookkeeping

- City of Liverpool College — Business courses L1-L3
- Hugh Baird College — AAT Certificate in Accounting L2 | AAT Diploma in Accounting L3 | Accounting Software (SAGE) L2
- St Helens College — AAT Certificate in Accounting L2 | AAT Diploma in Accounting L3

Business & Entrepreneurship

- City of Liverpool College — Business & Entrepreneurship L3 | Fashion Business & Retail L3 | Management & Administration T-Level
- St Helens College — Level 3 Business (2-year Extended Diploma)

SEND-Friendly & Supported Provision

- Supported study options may be available — speak to your careers adviser about what could work for you

Apprenticeships and Training

- Accounting Apprenticeship (AAT) — Level 2-3, leading to professional qualifications
- Business Administrator Apprenticeship — Level 3
- Finance Apprenticeship — Level 2-3
- HR Support Apprenticeship — Level 2-3
- Team Leader / Supervisor Apprenticeship — Level 3-4
- Short courses in Excel, QuickBooks, accounting software and business administration
- Search live vacancies: www.findapprenticeship.service.gov.uk
- Supported Internships (for students with an EHCP) are run by local colleges with their selected employer partners — ask your careers adviser whether this route could suit you

Jobs, Volunteering and Work Experience

Business and finance careers are available in every sector — banking, retail, manufacturing, healthcare, public services, charities and every type of business organisation.

Role	Where You Work	Starting Qualification
Bookkeeper / Accounts Assistant	Accountancy firms, finance departments	L2 Accounting or AAT L2
Finance Assistant / Administrator	Banks, insurance, corporate finance teams	L2 Business Administration
Accountant (trainee / junior)	Accountancy practices, larger businesses	L3 Accounting (AAT) or A-Level
Business Administrator	All sectors — offices and organisations	L2 Business Admin or equivalent
HR Administrator / Officer	Large corporations, HR, recruitment firms	L2-L3 Business or HR Admin
Payroll Officer	Payroll departments, accountancy firms	L2 Accounting + payroll training
Financial Services Adviser	Banks, building societies, insurance	L3 Finance + professional quals
Business Analyst	IT & financial services, larger businesses	L3 + relevant experience
Manager (career goal)	Any organisation, after progression	L3 Management + experience
Marketing / Sales Administrator	Marketing departments, agencies	L2 Business Admin + marketing skills

Typical starting salary: £16,000–£22,000 for entry-level roles. With AAT qualifications and experience: £22,000–£30,000. Managers and specialists: £30,000–£50,000+.

Work Experience & Volunteering

- Volunteer with charities or non-profit organisations in admin or finance roles
- Work experience at accountancy practices, corporate finance teams or business offices
- Volunteer at events or festivals helping with administration, budgeting or logistics
- Assist in your school or college finance/admin office
- Help community organisations with bookkeeping or administration tasks

Next Steps and Contact Information

- Visit college open days and websites
- Search for local jobs: www.indeed.co.uk | www.notjustjobs.com

- Find apprenticeships: www.findapprenticeship.service.gov.uk

TAGS Careers	www.tags.careers — local careers information and resources
Colleges	City of Liverpool College: www.liv-coll.ac.uk Hugh Baird: www.hughbaird.ac.uk St Helens: www.sthelens.ac.uk
Professional Bodies	AAT (Levels 2-4) ACCA CIMA ILM PRINCE2 — professional qualifications to aim for later
More Support	Your careers adviser can provide additional guidance tailored to your needs
Apprenticeships	www.findapprenticeship.service.gov.uk www.indeed.co.uk www.notjustjobs.com