

SKILLS MAP

INTERESTED
in Administration
& Finance?



JOB TASKS
can include:

Deal with queries on the phone, by email and on social media, type letters, reports and other business documents processing and paying invoices, recording payments and receipts, checking balances and monthly accounts, update computer records, data inputting print and photocopy items, order office supplies, set up meetings and take notes during them create spreadsheets

- Working on your own or within a team
- Attention to detail
- Organisational skills
- Sitting down and using Display Screen Equipment/computers for long periods of time
- Time management
- Being prepared to work flexibly
- Remaining calm under pressure

OTHER SKILLS
you may need to be able to develop:



TRAINING & QUALIFICATIONS
that may be required:



- Customer service
- Manual handling
- First aid
- Microsoft office
- Social media training
- Work specific training e.g. SAGE accounting

- Undertake admin or finance tasks for own school or college enterprise activities
- Act as a visitors' guide for your school or college
- Volunteering or work experience with an employer in this sector
- Get involved with planning an activity with your family and produce a pack of information
- Speaking to unfamiliar people in the community
- Practising telephone skills

HOW CAN YOU DEVELOP
these skills ready for work?



OUR EMPLOYERS
said



Key things required for working in Administration and Finance are:-

'I love working with people and helping people and getting stuff sorted out.'
Hannah, Milestone Infrastructure

'We need administrators to make sure we've got reliable communications with our customers.'
Leigh M-CNC Precision Engineering

The Seven Magnificent Skills

1
Positive Attitude

2
Resilience

3
Communication

4
Problem Solving

5
Willingness to learn

6
Self-Management

7
Team Work