

## BUSINESS, ADMINISTRATION AND FINANCE DVD FVS083

### General Information

BAF Diploma Website [www.baf-diploma.org.uk](http://www.baf-diploma.org.uk)  
 Financial Services Skills Council [www.fssc.org.uk](http://www.fssc.org.uk)  
 Council for Administration (CfA) [www.cfa.uk.com](http://www.cfa.uk.com)

### Earnings Guide

|       |          |
|-------|----------|
| £     | £10,000  |
| ££    | £20,000  |
| £££   | £30,000  |
| ££££  | £35,000+ |
| £££££ | £50,000+ |

### Charity Fundraiser [M68]

Earning: ££

Michelle (25) raises funds for a charity and is responsible for administration. She believes passionately in the work of the charity and this helps her through some of the more repetitive admin tasks. Much of her time is spent building up awareness of the charity within the business community. She co-ordinates the charity's *Business Against Poverty* initiative and will often be networking at business events or manning stands at exhibitions. 4'32"

#### Further information:

[www.robinhood.org](http://www.robinhood.org) Michelle's employer  
[www.institute-of-fundraising.org.uk](http://www.institute-of-fundraising.org.uk) Institute of Fundraising

**Michelle's qualifications:** MSc Globalisation and Development

### Business Owner [M98]

Earning: ££££

Aden (26) left school with good A levels and planned to study IT at university. Instead he gained work-based training in IT and three years later started an IT support, sales and repair business run from his bedroom. He now employs five people and is about to launch a second company. He talks about issues involved in starting a business and how he is constantly on the look-out for new ideas. 5'27"

#### Further information:

[www.prodigyipc.co.uk](http://www.prodigyipc.co.uk) Aden's company  
[www.e-skills.com](http://www.e-skills.com) e-skills UK

**Aden's qualifications:** A levels including Maths and IT

### Administrative Assistant [M33]

Earning: ££

Gemma (22) works in a quarry. She is responsible for wages, holiday records, records of quarry processes and placing orders. She spends a lot of time on the telephone and radio. She helps the quarry manager with accounts. She started at the quarry as a temporary secretary and two-years later is now considering a new career within the company possibly handling explosives. 3'52"

#### Further Information:

[www.aggregate.com](http://www.aggregate.com) Gemma's employer  
[www.careersinquarrying.co.uk](http://www.careersinquarrying.co.uk) Careers In Quarrying

**Gemma's qualifications:** A levels

### Assistant Auditor [M8]

Earning: £££

Andrew (25) works at the National Audit Office so needs excellent numerical skills and good communication skills. He is also studying for his ACCA accountancy exams. The results of his work often appear in the media. His projects vary from overseas aid to navy contracts. He compares working in the public sector v. private sector and talks about opportunities to travel. 5'32

**Further information:**

[www.nao.org.uk](http://www.nao.org.uk) Andrew's employer

[www.acca.co.uk](http://www.acca.co.uk) Association of Chartered Certified Accountants

**Andrew's qualifications:** BA Politics and Economics

### Chartered Accountant [M7]

Earning: £££££

Naima (27) is an associate director at Brandenburg Securities, a City firm specialising in corporate finance. They advise companies who may want to buy or sell other businesses, or companies wanting to set up collective investment funds. She enjoys working as part of a small company as she is given high levels of responsibility. She emphasises the importance of strong written and verbal communication skills as well as maths skills and integrity. 5'19

**Further information**

[www.brandenburgsecurities.com](http://www.brandenburgsecurities.com) Naima's employer

[www.icaew.com](http://www.icaew.com) Institute of Chartered Accountants

**Naima's qualifications:** BA Law, Chartered Accountant

To see these and other related case studies please go to [www.Careers4u.tv](http://www.Careers4u.tv)

Marketing Executive – Travel (M10)  
Housing Management Assistant – Public Services (M115)  
Sports Centre Receptionist (M121)  
Marketing Brand Executive – Fashion (M126)  
Trainee Accountant (M9)  
Manufacturing Co-ordinator (M71)  
Property Manager - National Trust (M84)  
Business Manager - Radio Station (M49)  
Training and Development Co-ordinator (M16)  
Database Administrator (M23)  
Diary Administration Support Officer (100)  
Legal Management PA (132)

Systems Co-ordinator – Quarry (M31)  
Project Co-ordinator – Social Care (M35)  
Human Resources Officer – Retail (M39)  
Business Owner - Barbers (M94)  
Development Technologist (M69)  
Co-ordinator – Manufacturing (M71)  
Agriculture Administrator (M67)  
Reception Supervisor - Beauty Salon (M86)  
Events Administrator (M88)  
Hotel Operations Manager (M91)  
Food & Beverage Manager (M96)