Occupational Map: Legal, Finance and Accounting

This is one of 15 occupational maps that group together occupations that require similar knowledge, skills and behaviours. Career pathways and occupational clusters have been used to provide further grouping of occupations, with the pathways indicating options for likely career progression. Every apprenticeship standard has been captured, as well as other skilled occupations where there is a substantial requirement for technical knowledge and practical skills. This map has been split into three career pathways: Legal, Financial, and Accountancy. The Financial pathway is currently the largest and has been split into several occupational clusters.

Occupations in green: Standard approved for delivery
Occupations in amber: Standard published
Occupations in red: Standard in development
Occupations in black: Standard awaiting development
The number shown in brackets ( ) is the level of the apprenticeship (if known)

Career Pathway	Technical Occupations	→	Higher Technical Occupations	→	Professional Occupations
	Technical occupations: skilled occupations that a college leaver or an apprentice would be entering, that typically require qualifications at levels 2/3.		Higher Technical occupations: require more knowledge and skills acquired through experience in the workplace or further technical education. They typically require qualifications at levels 4/5.		Professional occupations: occupations where there is a clear career progression from higher technical occupations, as well as those occupations where a degree apprenticeship exists.

Click here for more information on the occupations listed in this map

Legal

Cluster: Legal Assistant

Under supervision, provide legal support; delivering advice, research and document drafting and/or processing files, providing administrative support and dealing with clients.

Paralegal (3)

Cluster: Legal Technician

Deliver Family Law, Civil Litigation, Criminal Law, Company, Business Law and conveyancing transactions (land and property), estate administration and manage small, non-complex cases under supervision.

Conveyancing Technician (4)
Legal Technician (4)
Probate Technician (4)

Cluster: Legal Professional/*Lawyer*

Deliver legal services to internal and external clients based on specific specialism e.g. land/property conveyancing, Family law, civil litigation, criminal, company & business law.

Chartered Legal Executive (6)
Licensed Conveyancer (6)
Solicitor (7)

Financial

Cluster: Financial Services Administrator

Provide highly accurate support to operations and administration across wide areas of financial service areas including research and analysis compliant with relevant regulations. Deliver support to clients and to client account management (risk, collection, enforcement, recovery).

Advanced Credit Controller/Debt Collection Specialist (3):
- Advanced Collections
- Credit Risk
- Enforcement & Recovery

Compliance/Risk Officer (3)
Credit Controller/Collector (2)
Debt Adviser (3)
Financial Services Administrator (3)
Insurance Practitioner (3)
Investment Operations Administrator (2)
Investment Operations Technician (3)
Senior Financial Services Customer Adviser (3)
Workplace Pensions (Administrator or Consultant) (3):
- Administrator
- Consultant

Cluster: Financial Technician

Model the financial needs of clients using a wide range of digital/IT skills. Give advise based on research and analysis directly to clients covering a wide range of financial services and products.

Actuarial Technician (4)
Banking Business Associate
Corporate Treasurer (4)
Financial Adviser (4)
Insolvency Administrator
Paraplanner (4)

Cluster: Investment Specialist

Perform complex and specialist operational support to transactions across a wide range of financial instruments and products.

Investment Operations Specialist (4)

Cluster: Financial Services Professional

Provide high quality advice and support to internal and external clients across a full range of financial instruments and services using specialist knowledge of instruments and services supported and areas of the business worked in.

Actuary (7)
Financial Services Professional (6):
- Commercial/Business Banking
- Investment Banking
- Investment Management
- Operations
- Retail Banking
- Workplace Pensions

Professional Economist (degree) (6)
Senior Insurance Professional (6)
Senior Investment/Commercial Banking Professional (7):
- Commercial/Business Banking
- Investment Banking
- Investment Management
- Investment Operations

Senior Professional Economist (7)

		Cluster: Insurance Specialist *Provide a full range of technical support and services to clients and colleagues across all types of insurance activities which require bespoke research and analysis.* **Insurance Professional (4)**	
		Cluster: Regulatory Compliance Officer *Provide analytical and auditing support to clients ensuring whole organisation compliance with the regulations. Covers multiple sectors from financial to environment, health and safety, food. Etc.*	**Cluster: Compliance/Risk Specialist** *Provide high quality input and advice to employers based on specialism e.g. risk, financial crime, compliance, data modelling and analysis.* **Senior Compliance/Risk Specialist (6):** - Compliance - Compliance/Risk - Financial Crime - Specialist Risk
	Cluster: Financial Services Customer Advisor *Handle enquiries coming directly from customers in all forms across a range of financial products and services and support sales generation using product/service specialisms commonly driven by regulations.* **Asset Finance Specialist (3)** **Financial Services Customer Advisor (2)** **Mortgage Advisor (3)** **Motor Finance Specialist (3):** - Finance Company - Retailer Consultant		**Cluster: Relationship Manager (Banking)** *Provide products and services to meet specific client financial needs using a range of specialist knowledge across a range of financial service settings.* **Relationship Manager (Banking) (6):** - Card Services - Corporate/Commercial - Retail - Wealth
Accountancy	**Cluster: Assistant Accountant** *Undertake routine accountancy support analysis and report on financial activities including dealing with HMRC.* **Accounts/Finance Assistant (2)** **Assistant Accountant (3)** **Bookkeeper** **Payroll Administrator (3)** **Tax Support Assistant**	**Cluster: Accounting/Tax Technician** *Create, analyse and audit financial information for internal and external clients and the regulatory authorities.* **Internal Audit Practitioner (4)** **Payroll Assistant Manager (5)** **Professional Accounting/Tax Technician (4):** - Accounting - Tax	**Cluster: Professional Accountant** *Direct and oversee the creation, analysis and auditing of financial information for internal and external clients and the regulatory authorities often requiring specialist knowledge.* **Accountancy/Taxation Professional (7)** **External Audit (7)** **Internal Audit Professional (7)**