

# What jobs can I do in BUSINESS?



## ENTREPRENEUR

Entrepreneurs are either involved in setting up their own business or working for a company. An entrepreneur will look at ways to improve and grow a business. They will be involved in helping the company achieve its goals and targets by overseeing financial records and expenditure. They may also take on a human resources role to ensuring the correct number of staff are employed for the roles needed to stop any wastage of company funds.

## FINANCE

A Finance Officer is responsible for processing the incoming and outgoing finances of the company. They assist with the preparation of budgets, keeping records of expenditure and receipts and pay invoices and expenses to suppliers and staff. They may run a petty cash float and will be expected to answer queries from employees and suppliers.

## ACCOUNTANT

An Accountant is responsible for the financial statements giving a fair and accurate representation of the business. They compare previous years to show the financial growth. They may assist with the calculation of expenses and allocation of resources, complete end of year reports and justify findings to share holders as well as supplying information to auditors at the year end.

## HUMAN RESOURCES

The Human Resources team are responsible for the recruitment, redundancy and dismissal of staff. They may liaise with employment agencies, send out contracts to new employees, inform staff of benefits, keep up to date records of staff and arrange for appraisals to be completed. They may also be responsible for organising training to make sure staff are fully trained to carry out their workload.



## MORE INFORMATION ON BUSINESS CAREERS

For more information on careers in business contact Careers Advisor, Mrs Clelland. Check out websites to find out more information for a career in business. Interested in an apprenticeship in accounting? Check out [www.aat.org.uk/apprenticeships](http://www.aat.org.uk/apprenticeships)