

The services of a bank are generally broken into three areas...

Front Office

Teams in the front office generally deal with customers, provide services, and are responsible for the production of revenue for the company.

So, in a high street bank, front office job roles are the tellers, loan officers/mortgage specialists and financial advisers. In the investment banking area, the front office are the investment managers, investment advisers, traders and relationship managers.

Activities include: mergers & acquisitions, corporate finance and professional investment management for institutions or high-net-worth individuals, professional analysis of companies and markets, wealth management, private equity and investment strategy formulation.

Investment Analyst

Hours **50-66 per week**

Starting salary **£25,000 + per year**

Investment analysts provide information and reports to help stock market traders, stockbrokers and fund managers make decisions about investments. *Example:* Working in this role, your research would highlight new investment opportunities or show when an investment is starting to lose some of its value.

In this job you will need to understand economics and business. You will need communication, maths and IT skills. If you enjoy research and analysis, and you are interested in financial markets, this job could be perfect for you. Most investment analysts start out with a degree at class 2:1 or above, in a subject such as economics or business. You would usually start as a graduate trainee in an investment bank or a stockbroking firm.



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Example:

Compliance Officer

Hours **Variable**

Starting salary **£30,000 + per year**

Qualified professionals at entry-level should earn at least **£30,000**, while more senior specialists can earn up to **£90,000**.

Compliance with financial rules and regulations is an important responsibility of any business. Many of these positions concentrate on tax, focusing on efficient filing of taxes and carefully ensuring that firms don't pay more than is needed. In more senior positions, compliance specialists are also responsible for overall strategies in ensuring that the business they are representing complies with government guidelines and making any necessary changes.

Some companies offer training schemes for compliance job application candidates. Many employers are open to receive applicants with any degree, but there are some cases where it is required to have specific qualifications in finance, accounting or law. Degree courses for this area require five GCSE's (A*-C) and two A levels. Equivalent qualifications such as Advanced Diploma in Finance, Business and Administration is also suitable for courses' requirements.

Example:

Accounting Technician

Hours **30-40 per week**

Starting salary **£15,000 + per year**

As an accounting technician, you would deal with accounting and finance matters in all types of businesses. In larger companies you would work as part of an accounts team. In a smaller firm you might be responsible for dealing with all wages and invoices.

If you enjoy working with numbers, and you are interested in business and finance, this career could be ideal for you. To do this job, you would need GCSEs (A-C) including Maths and English, or equivalent qualifications. Once working you could do work-based training or a part-time college course to qualify as a technician.

Middle Office

Services in middle office include treasury, compliance, and risk management for professional clients.

Back Office

The back office is comprised of the areas that don't directly generate revenue for the business, but provide vital support and administration and enable all of the bank's services to run smoothly. The back office in an investment bank might encompass departments like IT, operations, HR, marketing, public relations and accounting and finance.

Activities include: processing, settlement and reporting of trades, investment portfolio valuation and performance analysis, technology support, project management and development.