


LEGAL, FINANCE AND ACCOUNTING

Map key





-  Potential apprenticeship standard
-  Standard in development
-  Approved for delivery
(L+number) Occupational level

Accountancy Pathway

Technical Occupations

Assistant Accountant




Undertake routine accountancy support analysis and report on financial activities including dealing with HMRC

- Accounts or Finance Assistant (L2)** 
- Assistant Accountant (L3)** 
- Payroll Administrator (L3)** 
- Tax Support Assistant** 

Higher Technical Occupations

Accounting/Tax Technician




Create, analyse and audit financial information for internal and external clients and the regulatory authorities

- Internal Audit Practitioner (L4)** 
- Payroll Assistant Manager (L5)** 
- Professional Accounting or Taxation Technician (L4)** 
- Accounting
- Tax

Professional Occupations

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 or Taxation Professional (L7)** 
- Accounting Finance Manager (L6)** 
- Internal Audit Professional (L7)** 

Financial Pathway

Technical Occupations

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 (L3)

- Advance Collections
- Credit Risk
- Enforcement and Recovery

Compliance & Risk Officer (L3)

Credit Controller & Collector (L2)

Debt Adviser (L3)

Financial Services Administrator (L3)

Insurance Practitioner (L3)

- Assistant Underwriter
- Claims Handler/Loss Adjuster
- Junior Broker

Investment Operations Administrator (L2)

Investment Operations Technician (L3)

Workplace Pensions (Administrator or Consultant) (L3)

- Administrator
- Consultant

Higher Technical Occupations

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 (L4)

Financial Adviser (L4)

Insolvency Administrator

Paraplanner (L4)

Investment Specialist

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

Investment Operations Specialist (L4)

Professional Occupations

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 (L7)

Financial Services Professional (L6)

- Commercial/Business Banking
- Investment Banking
- Investment Management
- Operations
- Retail Banking
- Workplace Pensions

Professional Economist (degree) (L6)

Senior Insurance Professional (L6)

Senior Investment & Commercial Banking Professional (L7)

- Commercial/ Business Banking
- Investment Banking
- Investment Management
- Investment Operations

Senior Professional Economist (L7)

Treasury Professional

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 Practitioner (L3) 

Financial Services Customer Advisor (L2) 

Mortgage Advisor (L3) 

Motor Finance Specialist (L3) 

- Finance Company
- Retailer Consultant

Senior Financial Services Customer Advisor (L3) 

- Team Leadership


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 (L4) 

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 (L6) 

- Compliance
- Compliance/Risk (for smaller organisations)
- Financial Crime
- Specialist Risk

Legal Pathway

Technical Occupations

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 (L3)



Higher Technical Occupations

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 (L4)



Probate Technician (L4)



Professional Occupations

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 (L6)



Licensed Conveyancer (L6)



Solicitor (L7)

