

Elevate Me Slough



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Employment in Slough 2015

Professional & Business Services

About the sector

Professional & business services are occupations requiring special training in sciences or business related disciplines. Some professional services require holding professional licenses such as architects, auditors, engineers and lawyers. Other professional services involve providing specialist business support to businesses of all sizes and in all sectors such as tax, supporting, legal, marketing or management advice.

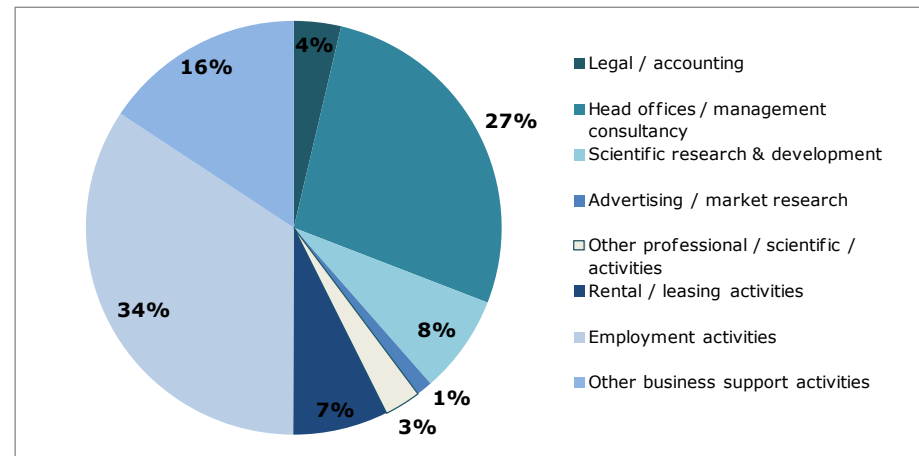
The UK is host to many world leading businesses in this sector, including 6 of the top 10 international networks of accountancy firms, many leading law firms, and the world's largest advertising company, WPP. Service sector employment has become increasingly important in recent years, and this growth is forecast to continue, with 600,000 additional UK jobs to be created in this sector over the next decade.

Employment

Employment levels in the professional & business services sector are rising (nationally and locally). In 2015, there were around 15,300 employee jobs in the sector in Slough, with the majority in employment activities (recruitment agencies) and in head offices / management consultancies.

Between 2015 and 2020 forecasts suggest that employment in the professional & business services sector will increase by approximately 7% equating to the creation of approximately 1,100 additional jobs.

Professional & Business Services Jobs in Slough

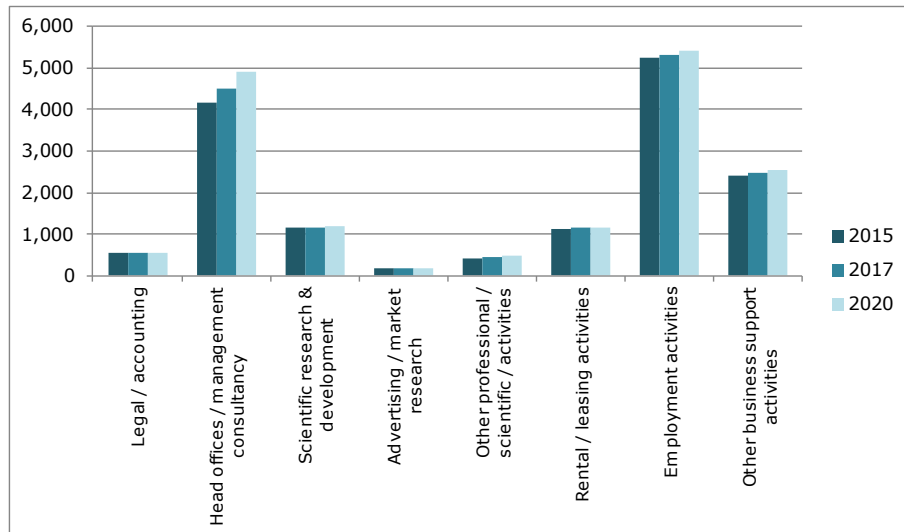


Major Local Employers

Key local business and professional services companies include:

- Affinion International
- AVC Live Ltd
- Black & Decker UK
- Iris Software Group
- Polycom UK Ltd
- Regus Management

Future Employment Growth



The majority of new jobs predicted to be created in the professional & business services sector in Slough over the next five years are likely to be in the head offices / management consultancy sub-sector. This includes public relations and financial management services.

Future Occupational Growth

In addition to an increase in the overall number of jobs in the professional & business services sector, there will also be vacancies created by people retiring and leaving the labour force. A total of around 3,300 vacancies are forecast in occupations that are commonly found in the sector as a result of retirements, and

the table below provides details for a selection of these occupations.

Occupation	Qual Level	Jobs 2015 (& % growth 2015-2020)	Vacancies created through retirements 2015 - 2020
Book-keepers, payroll managers and wages clerks	2	1,390 (4%)	350
Cleaners and domestics	1	1,360 (4%)	310
Marketing / sales directors	6	1,020 (5%)	250
Financial managers and directors	6	830 (7%)	230
Management consultants and business analysts	6	620 (9%)	200
Human resources and industrial relations officers	6	810 (4%)	200
Human resource managers	6	640 (7%)	180
Marketing associate professionals	6	570 (5%)	150
Chartered and certified accountants	6	540 (4%)	140
Human resources administrative occupations	2	390 (4%)	100
Call and contact centre occupations	3	420 (6%)	100

'Qual level' is an indication of the typical level of qualification required to work in each occupation. Please refer to the [National Careers Services website](#) for a full explanation of each qualification level.

Occupations / Jobs Advertised

Between January and September 2015 there have been approximately 1,500 jobs advertised online in Slough in occupations commonly found in the professional & business services sector. It should be noted that some of these vacancies will be with employers that don't operate within the professional & business services sector, for example, sales representatives are frequently employed across several sectors of the economy.

Occupation	Qual Level	Job Postings*
Management consultants & business analysts	6	380
Other Managers e.g. project / assistant / sales	3	350
Marketing and sales directors	6	300
Sales representatives	2	280
Chartered and certified accountants	6	250
Marketing executives	6	240
HR & industrial relations officers	6	200
Financial managers	6	170
Book-keepers, payroll managers and wages clerks	2	170
Cleaners and domestics	1	90
HR managers and directors	6	70
Security guards and related occupations	2	70
Graphic designers	6	60
Solicitors	6	50

* For vacancies posted online from 1st January to 1st September 2015. Please click on links for further information about these occupations from the National Careers Service website.

The high numbers of vacancies being advertised suggests that there is strong demand locally for skilled business analysts, managers and marketing professionals.

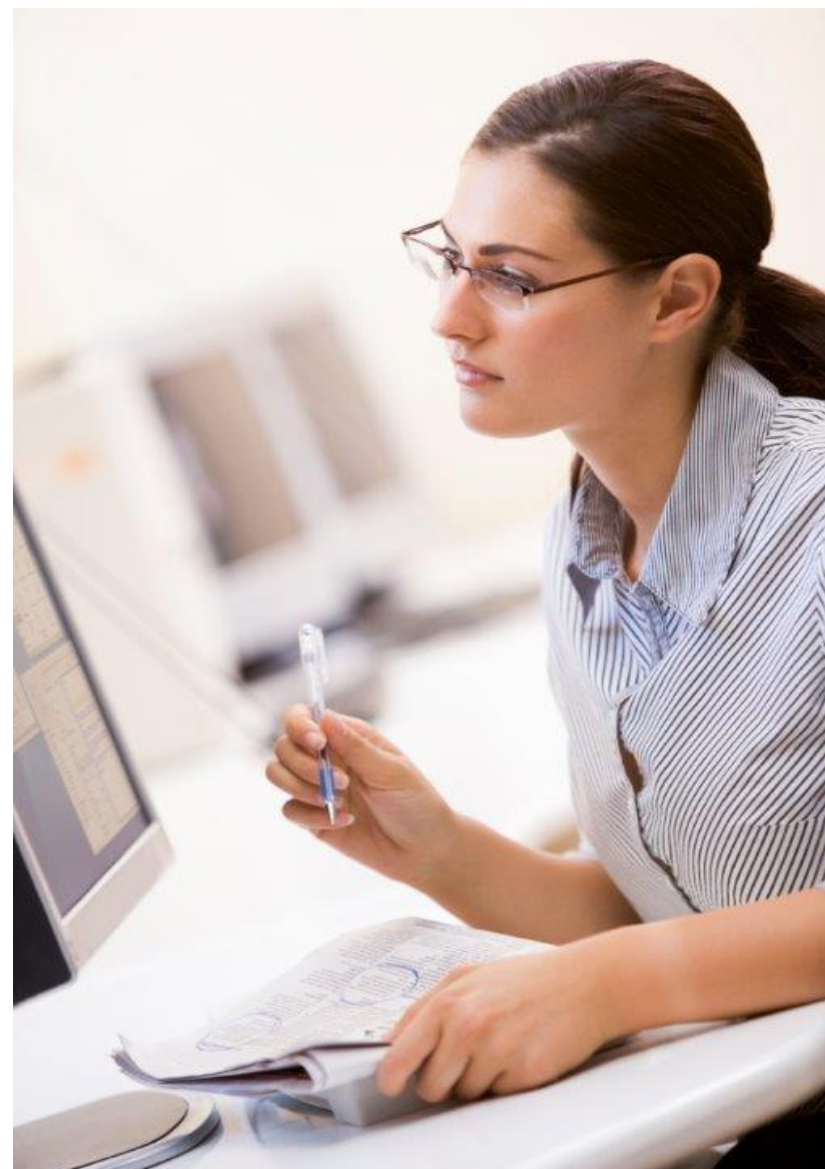
The data also suggests that most of the current vacancies being advertised online are for higher level professional jobs requiring qualifications at degree level or higher.



Advertised Salaries

Based on information from local job advertisements posted online, the table below shows average full-time salaries for those occupations related to business and professional services that have been most frequently advertised online. Since the start of 2015, the majority of jobs advertised offered annual salaries well above £40,000.

Occupation	Average Salary Advertised
Management consultants & business analysts	£55,500
Other Managers e.g. project / assistant / sales	£51,600
Marketing and sales directors	£46,900
Sales representatives	£30,500
Chartered and certified accountants	£48,800
Marketing executives	£36,000
HR & industrial relations officers	£27,500
Financial managers	£54,400
Book-keepers, payroll managers and wages clerks	£30,100
Cleaners and domestics	£17,300
HR managers and directors	£46,400
Security guards and related occupations	£25,000
Graphic designers	£59,500
Solicitors	£43,700



Sector related courses

Further Education Colleges and Universities in the Slough area offer a range of post-16 courses related to business and professional services occupations. Below is a small selection of examples:

[Sage Accounting & Payroll Level 1](#)
[BTEC Level 1 Business and Retail](#)
[Bookkeeping & Accounts Level 2](#)
[AAT Certificate Level 2](#)
[Business & Management Pathway A Level](#)
[Level 3 Diploma in Art & Design - Graphic](#)
[Certificate in Human Resources Practice Level 3](#)
[CIM Level 4 Award in Digital Marketing](#)
[AAT Level 4 Accounting](#)
[CMI Level 5 Certificate in Management and Leadership](#)
[Diploma in Management Level 5](#)
[BA Graphic Communication](#)
[BSc Consumer Behaviour and Marketing](#)
[Business and Management \(Marketing\) BSc](#)
[LLB Law](#)

For further information on courses being offered in the area please use the following links:

Colleges

[East Berkshire College](#)
[Brooklands College](#)
[Uxbridge College](#)
[Bracknell and Wokingham College](#)

Universities

[University of Reading](#)
[Brunel University](#)
[University of West London](#)

Apprenticeships

There are also a wide range of **Apprenticeships** relating to this sector, which offer the opportunity to combine paid work with on the job learning towards formal qualifications. Below are some examples of relevant Apprenticeship frameworks that are available to study through local providers:

[Accounting Apprenticeship Intermediate](#)
[Intermediate Apprenticeship in Business and Administration](#)
[Advanced Apprenticeship in Accounting \(AAT\)](#)
[Sales & Marketing Apprenticeship Advanced](#)
[Business Apprenticeship Higher](#)



Skills in Demand

Data from recently advertised jobs in business and professional services-related occupations suggests that the following skills are sought by employers in this sector. This list provides examples of the sorts of skills required to work in the sector in some of the most commonly advertised vacancies, but is no means exhaustive.

- Accountancy
- Business Management
- Business Analysis
- Sales
- Business Development
- Financial Accountancy
- Balance Sheet
- Brand Experience
- Marketing
- Telecommunications
- Forecasting
- Business Process
- Account Reconciliation
- Information Technology Industry Experience
- Social Media
- Finance
- Business Intelligence
- Sales Management
- Account Management
- Lead Generation
- Statutory Accounts
- VAT Returns
- E-commerce
- Decision Making
- Brand Marketing

- Campaign Management
- International Financial Reporting Standards

Employability Skills

Employers are increasingly looking for skills that go beyond qualifications and experience when recruiting new employees. While education may enhance your eligibility for a job, today's workplaces require a varied mix of employability skills. These skills can be applied in any job in any sector, and include:

- Communication
- Self-management
- Thinking and solving problems
- Working together
- Understanding the business
- Using numbers effectively
- Using language effectively
- Using IT effectively

Data Sources

1. Employment figures and forecasts have been produced using the EMSI Analyst tool which used Office for National Statistics data from the Annual Population Survey 2014 and the Business Register and Employment Survey 2013.
2. Real time vacancy data is sourced from Labour Insight (Burning Glass Technologies), and is based on vacancies posted online between 1st January and 1st September 2015.
3. Information on post-16 learning opportunities are from local providers' own websites.

Access to locally-informed and easy-to understand labour market intelligence is a key component of providing good quality careers information to young people, to assist them in making choices about what to do when they reach the end of their compulsory schooling. This series of sector-based reports brings together a range of employment and jobs data about the local economy, and is aimed at providing a resource to support all employability and careers professionals working in the Slough area.

Employment in Slough 2015 aims to help individuals by giving them locally targeted information about the likely levels of demand for different types of work, common skills requirements and sources of learning to pursue qualifications relevant to each sector. Hopefully these reports will help people make better informed choices relating to work and learning, that will enable them to secure the careers they want within a growing and diverse economy.

For further information or support, contact **Elevate Me Slough**

Email: elevate@slough.gov.uk

Website: <http://slough.elevateme.org.uk/contact.htm>

Tel: 01753 875510 (Slough Young People's Service)

or

Employment & Learning Advice Service (Slough Borough Council)

Email: ela@slough.gov.uk

Website: www.slough.gov.uk/jobs/employment-and-learning-advice.aspx

Tel: 01753 476622 or 01753 476611

This profile was prepared by

Crews Associates

The logo for Crews Associates features the word "Crews" in a bold, dark green font above the word "Associates" in a lighter green font. To the right of the text is a circular graphic composed of concentric, glowing green rings.

on behalf of

Slough Council



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