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A
Career
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Project managers can work in a variety of settings from financial services firms, coordinating several projects, within consultancy businesses or as independent project managers delivering contractual work.

The roles can include:

- Project Coordinator
- Project Assistant/Manager
- Change Manager
- Digital Project Manager
- Business Analyst



What skills do I need?

In order to work in Project Management, hiring managers like to know you have the soft skills required for the role and their organisation. The main skills they look for is:

- Ability to work effectively under pressure
- Strong planning and organisational skills
- Persistence and determination
- Being thorough and pay attention to detail
- Information gathering, analytical, and problem-solving skills
- Communication, negotiation, and interpersonal skills
- A “complete-finisher”, seeing tasks through start to finish

Project Management recognised qualifications:

PRINCE2

SCRUM

AGILE

APM Project Fundamentals Qualification

APM Project Management Qualification

PMI Project Management Professional (PMP)

PMI Certified Associate in Project Management (CAPMI)



The roles in this leaflet are by no means exhaustive

If there is a particular position/ sector that interests you and doesn't appear in this leaflet, get in touch with us and we can have an informal chat with you about what that might look like, what you would need and how to go about finding the perfect job.

Email jobs@park.je or phone us on 01534 871666.



A Career in Project Management

A career in Project Management gives you the opportunity to use your social, analytical and communication skills. Project Managers are in demand in order to oversee and deliver tasks supplied by the business, which gives a fantastic opportunity to grow expand your network!!

What is project management?

A project can be thought of as a temporary piece of work made up of a series of tasks that need to be completed by a team of people in order to deliver a new product or service. Working in project management you will be in charge of ensuring that the project outcome is achieved. Project Managers often work on interesting and challenging projects across a wide range of sectors, functions, and business objectives.

Generally, in this role you will:

- **Plan**
 - Develop detailed plans, using project management tools, to deliver what the project.
- **Forecast**
 - Work out timescales, resources and costs.
- **Assessment**
 - Monitor and report on progress, issues, quality and risks.
- **Navigate**
 - Deal with problems and adapt plans during the project lifecycle.
- **Collaborate**
 - Work closely with the senior management team.

What Project Management job opportunities are there in Jersey?

There is a variety of project management jobs in Jersey. Roles tend to range across:

- Change management
- Project management
- Process Improvements
- Service delivery
- Internal controls
- System implementation



Park

career shapers

has been helping shape careers in the island for over 40

We are a friendly bunch with a reputation for staying in touch and are committed to finding you a job that you'll love and being there for you throughout your whole career.

As a preferred recruitment supplier to the majority of employers of choice in Jersey, if there's a hot job out there, you can be pretty sure that we know about it.



A Career in Accounting

Accountants are highly **sought after** here in Jersey and embarking within this field will provide you with the opportunity to have a rewarding and diverse career (both locally and across the globe) An accountancy qualification equips you with general finance knowledge, meaning that your skills are easily transferable from role to role, company to company and country to country. There are a variety of accounting opportunities here in Jersey with a large range of businesses.

What does an Accountant do?

In a nutshell, Accountants **are responsible for collating and recording financial information about a business** then using that information to support management and other stakeholders as they make decisions about the business.

Accountants then prepare and present financial statements, offering advice and guidance to the wider group and teams. They will also ensure the accuracy of financial documents, as well as their compliance with relevant laws and regulations.

Why are they important?

Accountants play a vital role in assisting organisations with their financial data. They assist with tracking income and expenditures, ensure statutory compliance, and provide investors, management, and government with quantitative financial information which can be used in making business decisions.

What skills do you need?

- Excellent Communication Skills
- Ability to think analytically and solve problems/ Ability to analyse complex data sets
- Ability to approach issues from multiple perspectives
- Acting ethically and legally
- Project management skills
- Logical decision making and strategic and creative thinking abilities
- Excellent IT and technology skills



What Skills do You Need?

- Marketing is a people focussed industry, so your soft skills will be important to succeeding.
- Excellent spoken and written communication skills.
- The ability to communicate clearly and concisely.
- Organisational and planning skills.
- Ability to think strategically and independently.
- Creativity.
- An eye for detail.
- The ability to work well under pressure.
- Digital skills.



Qualifications and professional development

The role of a marketing professional is constantly evolving, particularly as new channels and technology are widely adopted.

Maintaining qualifications in your area of specialism can help you to succeed in your role such as:

- A relevant university degree
- Chartered Institute of Marketing (CIM)
- Communication Advertising and Marketing Foundation (CAM)
- Institute of Digital Marketing (IDM)
- Chartered Institute of Public Relations (CIPR)
- Google Analytics qualification
- Relevant work experience



A Career in Marketing

What is marketing?

Marketing is about communicating the value of a brand, product, or service, to encourage people to buy or engage with it. Starting with an idea and delivered through creativity and seeing it come to life.

If you are seeking a creative role in the financial services sector and enjoy working with different teams then you should consider a career in **marketing**.

A role in marketing could involve:

- **Insight**
 - Providing insight and showing an understanding of their customers.
- **Progressive Solutions**
 - Creating forward-thinking ideas that meet the business' objectives.
- **Communication**
 - Communicating the product or services benefits and Unique Selling Points (USPs).

The term marketing covers a wide range of specialisms which means you can build your skills across a wide range of specialisms or choose to specialise in a particular area.

Career Opportunities in marketing include:

- Marketing Officer
- Marketing Assistant
- Marketing Manager
- PR/Communications Manager
- Digital Assistant/Manager
- Copywriter
- Business Development Executive/Manager



Qualification Options

- Foundations in Accountancy (FIA)
- Institute of Chartered Accountants (ICAEW, ICAS)
- The Association of Chartered and Certified Accountants (ACCA)
- Institute of Financial Accountants (IFA)
- Chartered Institute of Management Accountants (CIMA)



Scope

- Junior Accountant (Internal / Funds / Trust / Management)
- Bookkeeper
- Audit Professional
- Tax Consultant
- Business Analyst
- Management Accountant
- Financial Accountant



A Career in Compliance

A role within the compliance sector can give you an **extremely rewarding career** in an industry that is rapidly evolving.



What is Compliance?

Compliance is all about making sure that an organisation is following their internal policies and external regulations.

A compliance professional is responsible for making sure a company is following these rules. At a foundational level you will:

Adhere

Keep up to date with laws, regulations and internal policies

Refine

Maintain and update the company's internal policies and procedures

Collaborate

Work with other departments to ensure compliance across the business

Inform

Educate staff on the need for compliance

Scrutinise

Conduct investigations and highlight areas of concern

Evaluate

Perform risk assessments

Why is Compliance important?

A vigorous and robust compliance department helps any company prevent and detect violations of rules, which protects their organisation from fines and lawsuits. A compliance program can help ensure that an organisation operates within the law and stays true to its own ethical principles that are important to the company's business and identity. Recovering from these failures costs organisations time and money and their reputation.



What skills do you need?

As a constantly evolving industry, making sure your technical skills are continually refreshed and up to date is an important skill. If you are looking for an IT job in the finance sector qualifications to consider are:

- Relevant university degree
- Microsoft Certified: Windows Server Hybrid Administrator Associate
- Azure Administrator Associate
- Microsoft 365 Certified: Administrator Expert
- Microsoft Cybersecurity Architect
- AWS Cloud practitioner

Your soft skills will be important to succeeding in a career in IT. We asked the financial firms we work with what skills they are most looking for when hiring IT professionals and they responded:

- Understanding of a range of programming languages
- Readiness to embrace rapid technological changes
- Excellent mathematics and numeracy skills
- Ability to understand complex numerical data
- Problem-solving skills
- Organisational skills
- Teamwork and leadership skills



What jobs are available in IT?

Financial services is one of the biggest employers of IT professionals in the world, with companies such as Digital Jersey using the latest financial tech wherever possible and always looking for professionals to find unique and innovative ways to take advantage of these technologies. IT jobs in the finance industry cover a wide range of career opportunities therefore it's a great industry to join if you are looking for a role that is constantly evolving and bringing with it new challenges. You could work in any of the following areas:

- Development (such as web, systems, products, programs, and software)
- System Administration and maintenance
- Infrastructure and hardware support
- End user support (service delivery)
- Cloud infrastructure support
- Cyber-security
- **Career opportunities in IT include:**
 - Help Desk Technician
 - Programmer
 - Web Developer
 - Operations analyst
 - Systems Analyst
 - IT Manager
 - Software Engineer
 - Cloud Operations Engineer



A Career in IT

A career in Information Technology (IT) covers anything related to computing technology, hardware, software, the Internet, as well as referring to the people that make sure they are all implemented and working properly.

Jobs in IT cover a wide range of duties and require a diverse set of skills but a role in IT may cover:

Retention:

Managing and storing company data, ensuring compliant in meeting regulations standards and policies.

Maintenance

Managing the smooth running and upgrades to software, databases, networks and servers.

Programming

Writing programs, testing and working in UAT environments

Troubleshooting

Providing technical support to all levels of the business you work in.



What is IT?

The IT sector is an constantly evolving area, especially in the ever-changing digital world we live in.

Information technology plays a prominent role in businesses and provides a foundation for much of our current workforce. From communications to data management and operational efficiency, IT supports many business functions and helps drive productivity.

Information Technology provides careers at varying levels of complexity, being in IT is the foundation for much of the worlds businesses, the options are exciting and varying. IT roles can even lead you to having the opportunity to travel the world, as operating systems and technology are the same language around the world.

Why is IT important?

IT is really important even in our daily lives, it boosts productivity and efficiency. With IT systems we can preform our tasks faster and with fewer errors. We also rely on IT in our personal lives, whether it is for communication, banking, social media, research for coursework, the list is endless!!



What skills do you need?

- Integrity
- Ability to balance interpretation of regulations with business objectives
- Quick thinking and analytical skills
- Problem-solving skills
- Communication skills
- Conviction in your judgements

Qualification Options

Because the industry is so diverse, there are a wide range of professional qualifications that can be gained depending on which career path you choose. The most common qualifications include:

- International Diploma in Compliance (ICA)
- International Certificate in Financial Services Regulation (CGI)
- International Certificate in AML (ICA)
- Certified Anti-Money Laundering Specialist (CAMS)

Scope

- CDD/ KYC Analyst
- Compliance Advisor
- Risk Manager
- Financial Crime Advisor
- Auditor
- Reviewer
- AML Officer
- Compliance Monitoring Officer



A Career in Funds

The funds industry is the **fastest growing** sector in financial services in Jersey! A career in funds will give you the opportunity to work in a booming and exciting industry and will give you the opportunity to have a solid and rewarding career.

Due to this growth there are a variety of opportunities at a range of different businesses.



What is a Fund?

Simply, a fund is a pool of money that is allocated for a specific purpose. A fund can be established for any purpose whatsoever, Individuals, businesses, and governments all use funds to set aside money. An investment fund is a pool of money belonging to a number of different investors which is used to collectively purchase securities (e.g. stocks, bonds or other assets), therefore providing each investor with a broader selection of investment opportunities than they would have access to individually.

What is a fund administrator?

Typically, fund administration comprises two parts: fund accounting and the activities of registrar/transfer agent. Fund Administrators that concentrate on the latter provide a set of services that support the running and managing of a fund. They do all the back office financial paperwork (particularly with regards to applications and transfers), support the investment team in the administration of the assigned funds and ensure the efficient planning and execution of the day-to-day functions. They must also set up funds correctly from a financial and legal perspective to minimise risk and optimise governance and control.

Why are they important?

Essentially, a fund administrator is an outsourced service provider that protects the interests of investors by Independently verifying the assets and valuation of the fund. As well as ensuring financial and legal compliance of a fund, the duties undertaken by a Fund Administrator allow the Fund Manager to concentrate on the areas where they add value – for example, investment decision making and growing the assets of the fund.



Why are they important?

Essentially, a Trust administrator is a “trusted advisor” adhering to a trustors’ wishes whilst providing expertise on the best solution according to the law and requirements of the trust. A trust is established to provide protection for the Trustor’s assets and to make sure those assets are distributed to the beneficiary /beneficiaries according to the requests of the trustor. The Trustee is an individual or firm given control or powers of administration to do what is best for the trust.

What skills do you need?

- Good communication and relationship building skills
- Good numerical and IT skills
- Ability to work effectively under pressure in a fast-paced environment
- Analytical and problem-solving skills
- Keen interest in and understanding of financial markets
- Ability to maintain confidentiality



Qualification Options

- Accountancy qualifications (ACA, ACCA)
- Chartered Governance institute (CGI)
- Society of Trust & Estate Practitioners (STEP)

Scope

- Graduate/ Trainee/ Assistant Administrator
- Trust Administrator
- Senior Trust Administrator
- Assistant Manager
- Manager
- Senior Manager/Associate Director
- Director



A Career in Trust

The trust industry is a leading sector of financial services in Jersey!

A career in Trust Administration will give you the opportunity to work in a solid industry and will give you the opportunity to have a **rewarding career**. Due to how well established this sector is there are a variety of opportunities at a range of different businesses.

What is a Trust?

Simply, is a relationship in which one party, known as a trustor, gives another party, the trustee, the right to hold title to property or assets for the benefit of a third party, the beneficiary. Trusts are established to provide legal protection for the trustor's assets, to make sure those assets are distributed according to their wishes, and to save time, reduce paperwork and, in some cases, avoid or reduce inheritance or estate taxes.

The trust fund is an ancient instrument – dating back to feudal times, in fact that is sometimes greeted with scorn, due to its association with the idle rich (as in the pejorative "trust fund baby"). But trusts are highly versatile vehicles that can protect assets and direct them into the right hands in the present and in the future, long after the original asset owner's death. A trust is a legal entity employed to hold property, so the assets are generally safer than they would be with a family member.



What is a Trust Administrator?

The trust is a fiduciary relationship that requires your professional services as a Trust Administrator to be properly carried out. On a day-to-day basis, you can expect to monitor investments, set up. Monitor and close out accounts and make money transfers. This will include updating paper and computer files, telephone, and email communication, and potentially client meetings. In addition, you assist with paying taxes, making distributions, and providing asset information to beneficiaries on behalf of the trust.



What skills do you need?

- Good communication and relationship building skills
- Good numerical and IT skills
- Ability to work effectively under pressure in a fast-paced environment
- Analytical and problem-solving skills
- Keen interest in and understanding of financial markets
- Ability to maintain confidentiality



Qualification Options

- Accountancy qualifications (ACA, ACCA)
- Chartered Governance institute (CGI)
- Society of Trust & Estate Practitioners (STEP)
- CLT International Certificate in Fund Administration (Diploma / Certificate / Advanced Levels)

Scope

- Graduate/Trainee/Assistant Administrator
- Fund Administrator
- Senior Fund Administrator
- Assistant Manager
- Manager
- Senior Manager/Associate Director



A Career in HR

The role of HR in a business is ultimately to hire, retain and look after people within a company. HR is a hugely growing career path and can offer opportunities to specialise within a certain sector of HR or be a generalist, where you can have exposure to all areas of HR.

The Human Resources department looks different in every business, dependent on size / number of employee's etc. HR is a company sector that has to wear many hats. They need to continually ensure that their people are happy, healthy, and contributing to the organisation.

Why pursue a career within HR?

- Help others
- Stable career for opportunities for development
- Assist with creating a positive working environment
- Diverse role with a varied and changeable workload
- Changing and exciting time for the industry



Main functions of the HR department:

Recruitment and Selection

Acquiring new talent is something every business needs to do if they wish to grow. HR professionals tend to be at the forefront of the recruitment process. They will likely be present at a candidate's first interview and work with hiring managers in specific departments until hiring.

- **Company benefits and Rewards**
 - One way a company can attract in-demand employees is to offer attractive benefits and fair compensation. What's more, proper compensation and benefits are fantastic ways to motivate current staff and reduce turnover rates. Performance
 - Assessing performance is one of the essential tasks of the human resources department. They can implement tools to gather data to analyse and report back to the company executives.

- **Employee Relations**

- Companies are required to maintain a safe and healthy working environment for all employees. A positive and constructive company culture motivates employees to stay and perform at their best. The HR department is responsible for maintaining and managing good employee relations. HR professionals are responsible for resolving any issues or disputes among employees. They are also required to form policies that enforce a fair workplace for all staff.

- **Learning and Development**

- Learning opportunities in the workplace are an excellent way to ignite company growth. As current systems become outdated, HR is responsible for finding and implementing training programs to ensure that employees are at the forefront of cutting-edge technology and other instruments. E-learning / professional qualifications / induction training would all fit into this area.

- **HR Generalist**

- Typically, an HR generalist is needed to assist an established HR department with daily operations to ensure nothing is overlooked. The diversity of responsibilities is vast, involving anything from employee onboarding and recruitment to payroll administration and compliance. A much-needed support to senior HR management, HR generalists are relied on for their detail-oriented processes and interpersonal skill to help administer various HR initiatives.

What skills are required to work within HR?

- Excellent communication skills - to be able to deal with people at all levels
- Confidentially
- Able to have some tough conversations
- Empathy
- Strong attention to detail and analytical skills



Professional qualifications within HR

- The main body to qualify within HR is CIPD (Chartered Institute of Personnel Development)
- Level 3 Foundation Certificate in People Practice
- Level 5 Associate Diploma in People Management
- Level 7 Advanced Diploma in Strategic People Management