

PLACEMENT DESCRIPTION

Employer: WEX TEMPLATES

Contact:

Supervisor:

Employer Tel:

Website:

Job: Finance Overview

Classification: Business, Finance and Related

Ref: 13,035

Aims & Objectives: To develop key skills through the experience of work.
To gain an insight into different areas of work with in the Guernsey finance industry.

Key Tasks: Students will do a certain amount of observation then with training and under supervision may do a variety of simple tasks. The work experience programme within this company will consist of work shadowing and possibly completion of basic administration tasks if appropriate in one or more of the following departments dependent on the students and business convenience:

- Company secretarial
- Front office with relationship manager
- Back office with global custody
- Private banking, relationship management and administration
- Client accounting: client accounts, book keeping
- Technical department: Company administration and support functions
- IT support/Applications

Requirements: Students must have common sense, be willing to listen and learn, be enthusiastic and use initiative, ask questions.

Clothing: Office smart

Working Hours: Monday - Friday 9am - 5pm

Meal Breaks: 1 hour which may be taken off site.

**Interview
Required:** N

Student to Arrange: N

Notes: Student to contact employer to arrange an interview / informal chat prior to starting the placement.

Employer's Health & Safety Risk Assessment:

LACK OF KNOWLEDGE, EXPERIENCE & AWARENESS: Students must be supervised at all times.

SLIPS, TRIPS & FALLS: Care on stairs. No working at heights in this position.

LIFTING & MANUAL HANDLING: Safe manual handling to be shown if required.

CHILD PROTECTION ISSUES: All staff have been checked for police certificate

EQUIPMENT & MACHINERY, CHEMICALS & FLAMMABLE MATERIALS: No contact with hazardous machinery or chemicals in this position.

ELECTRICITY: Safe use of electrical items to be shown.

COMPUTERS & WORK STATION: Regular breaks from computer screens are required during prolonged use.

Special Notes:

Parents/Guardians will be expected to give details of any health problems e.g. epilepsy, asthma etc on the agreement form

Last Visit Date:

Next Visit Date:

Risk Band: L