



Financial Services Administrator

Working within an administration function of a financial services organisation requires a detailed understanding of the sector, its frameworks, and regulations. A Financial Services Administrator will cover many roles, which will heavily depend on the products or services being offered by the organisation in which they work. The day-to-day role of a Financial Services Administrator may include managing specific products, compliance, systems and processes whilst providing essential support through a front or back office function.

A successful Financial Administrator must therefore understand a range of financial regulations and have exceptional attention to detail when drafting contractual agreements and documentation. They must also have strong communication skills to effectively communicate with internal team members and external clients and stakeholders.

Programme Benefits and Outcomes

Your Financial Services Administrator will be able to;

- Develop a range of technical proficiencies, including but not limited to – Office administration, Delivering financial services and products, Understanding financial markets, Following and maintaining regulatory compliance procedures, Knowledge of financial systems and processes
- Understand how the skills fit your business needs and implement these effectively
- Develop outstanding professional conduct

Nationally and Industry Recognised Qualifications

Alongside the programme, your employees will gain a Professionally recognised qualification to support their development, supporting your organisation in developed a high-skilled workforce.

Continuation Courses for your Employees

TEAM LEADING AND MANAGEMENT

Once proficient in a their role, with the skills, knowledge, behaviours and experience needed to thrive in a financial services environment, our tailored pathway courses support your organisation to further progress employees into higher level roles. We do this successfully through tailoring our programmes to the specific needs of your employees development, alongside the detailed requirements of your business.

Successful completion of the Financial Services Administrator programme can lead onto;

SENIOR FINANCIAL SERVICES
CUSTOMER ADVISOR L3

PROFESSIONAL ACCOUNTING
TECHNICIAN LEVEL 4

OPERATIONS MANAGER LEVEL 5

Programme Support and Additional Services

Our programmes are developed to support your business needs in developing the talent, skills and knowledge needed to help your business grow and succeed. Our Financial Services Administrator course also includes the following components;

12 months programme duration

supported through industry recognised qualification

Dedicated Account Manager

monthly meetings to satisfy all your questions, feedback and communication needs

Personalised coach, tutor and assessor

weekly contact for your employees 20% off the job training (face-to-face, virtual and telephone)

Training Costs

Levy businesses can use their contributions to pay for this training. The costs will be £12,000.

If you are not a levy paying business there may not be a cost for this training. If the employee on this programme is under 19 and your business has less than 50 employees, there will be no cost for the training. If they are over 19 and/or your business has over 50 employees then you will contribute 5% towards the cost of the training which would be £600.

Contact us

With Academies throughout the UK, get in touch today to find out how your employees can begin their journey, and how we can support your organisation with your workforce education and training

 01159 580 400

 info@revelationacademy.co.uk

 www.revelationacademy.co.uk

Revelation Academy Limited, St Peters Chambers,
Bank Place, Nottingham, NG1 2JJ



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