



Occupation codes of practice for Tier 2

This section has the codes of practice for skilled occupations under Tier 2 of the points-based system. The information on related job titles and examples of job tasks is taken from Standard Occupational Classification (SOC) 2000 and may not be fully up-to-date.

Section K: Financial and insurance activities

This page gives the SOC codes for the financial and insurance activities sector.

Choose the SOC code that is most relevant to the job you are looking to fill, and then you will be taken to a page giving you more information on the skill level, appropriate salary rate and how to meet the resident labour market test.

Appropriate salary rates are based on a 37½ hour working week, unless otherwise stated. Salaries should be pro-rated for other working patterns.

From 31 March 2009 all jobs in this sector **must** be advertised in Jobcentre Plus (or JobCentre Online for jobs in Northern Ireland) and **at least one other** listed method to pass the resident labour market test.

1. Skilled jobs

All jobs in these occupations are at NVQ or SVQ level 3 or above. Sponsors can issue certificates of sponsorship for any jobs in these occupations:

SOC Code	SOC code description	Related job titles	Examples of job tasks
1131	Financial managers and chartered secretaries	Company registrar Company treasurer Credit manager Finance manager Financial director Merchant banker	<ul style="list-style-type: none"> • advises on financial matters, plans external and internal audit programmes and arranges for the collection and analysis of accounting, budgetary and related information • liaises with other managers to determine company financial policy and staffing levels appropriate for accounting activities • advises on company law or practice and ensures that company's articles and memorandum of association are adhered to • maintains share registers in accordance

			with the Companies Act and deals with all matters relating to the sale, transfer and purchase of shares
1151	Financial institution managers	Bank manager Branch manager (<i>bank, building society</i>) Building society manager Post Office manager Sub-postmaster	<ul style="list-style-type: none"> plans, organises, directs and co-ordinates the activities of financial institutions verifies that accounting, recording and information storage and retrieval procedures are adhered to authorises loans and mortgages in accordance with bank or building society policy promotes financial services, establishes contact with the local business community and professional firms preparing general reports and briefs on more complex cases for senior management
2421	Chartered and certified accountants	Accountant (qualified) Auditor (qualified) Certified accountant Chartered accountant Company accountant	<ul style="list-style-type: none"> plans and oversees implementation of accountancy system and policies prepares financial documents and reports for management, shareholders, statutory or other bodies audits accounts and book-keeping records prepares tax returns, advises on tax problems and contests disputed claim before tax official conducts financial investigations concerning insolvency, fraud, possible mergers, etc
2422	Management accountants	Cost accountant (qualified) Cost and management accountant (qualified) Management accountant (qualified) Works accountant (qualified)	<ul style="list-style-type: none"> evaluates financial information for management purposes liaises with management and other professionals to compile budgets and other costs prepares periodic accounts, budgetary reviews and financial forecasts conducts investigations and advises management on financial aspects of productivity, stock holding, sales, new products, etc
2423	Management consultants, actuaries, economists and statisticians	Actuary Business analyst Economist Management consultant Management services officer Statistician	<ul style="list-style-type: none"> assesses the functions, objectives and requirements of the organisation seeking advice identifies problems concerned with strategy, policy, markets, organisation, computing facilities, procedures and methods determines the appropriate method of data collection and research methodology, and analyses and interprets information gained and formulates recommendations advises governments, commercial enterprises, organisations and other clients in light of research findings addresses seminars, conferences and the media to present results of research activity or to express professional views

3532	Brokers	Commodity trader Financial broker Foreign exchange dealer (<i>banking</i>) Insurance broker Shipbroker Stockbroker	<ul style="list-style-type: none"> • advises client on the suitability of particular insurance schemes and places insurance on behalf of client • discusses buying and/or selling requirements of client and gives advice accordingly • analyses information concerning market trends for commodities, financial assets and foreign exchange and advises client/employer on the suitability of a particular investment • records and transmits buy and sell orders for stocks, shares and bonds and calculates transaction costs • provides independent advice on the suitability of insurance schemes and places insurance on behalf of client • arranges for the production of auction catalogues, fixes reserve prices, attends auction and bids on behalf of client, or negotiates purchase/sale by private treaty of goods not sold at auction • obtains cargo space, fixes freight charges and signs and issues bills of loading • collects freight charges from client and undertakes all necessary formalities concerning customs and the loading/unloading of cargo
3533	Insurance underwriters	Insurance underwriter Underwriter	<ul style="list-style-type: none"> • receives and assesses proposals and propositions for insurance from brokers and clients • identifies and evaluates the risks associated with a proposal • liaises with insurance surveyors, actuaries and risk managers where the risks associated with a proposal are not clear • calculates premiums, provides quotations and, if acceptable to the client, issues policies • ensures that the insurance policy clearly defines the liabilities accepted and any exceptions or exclusions • negotiates terms of reinsurance contracts
3534	Finance and investment analysts / advisers	Financial adviser Financial consultant Mortgage consultant Pension adviser	<ul style="list-style-type: none"> • predicts the long and short term future performance of securities and other financial assets and advises upon what will be a good investment for their clients • analyses the financial position of clients, taking into account outgoings, dependants and commitments • advises on the relative merits of pension schemes, insurance policies and mortgages that best meet the needs of clients given their personal circumstances • undertakes administrative duties on behalf of clients • identifies and attracts new clients by

			arranging visits and explaining the benefits of financial products
3535	Taxation experts	Inspector of taxes Tax consultant Tax senior Taxation adviser	<ul style="list-style-type: none"> examines accounts of industrial, commercial and other establishments to determine their tax liability and makes adjustments to claims where necessary considers particular problems concerning all forms of personal and company taxation stays abreast of all changes in tax law and precedent discusses disputed cases with accountants and other specialists represents Government/client in contested claims before tax officials or an independent tribunal

2. Borderline jobs

The following occupation is borderline. This means that some jobs in this occupation are at NVQ or SVQ level 3 or above, and some jobs are below this level. The code of practice explains which jobs in the occupation are at NVQ or SVQ level 3 or above, and which sponsors can issue certificates of sponsorship for. Sponsors cannot issue certificates of sponsorship for any other jobs in this occupation:

SOC Code	SOC code description	Related job titles	Examples of job tasks
3537	Financial and accounting technicians	Accounting technician Financial controller	<ul style="list-style-type: none"> maintains profit and loss accounts, budgets, cashflow forecasts and other accounting records produces, collates and reports financial information for managers liaises with clients to ensure that payments are made on time and credit limits are not exceeded ensures invoices and payments are correct and sent out on time monitors accounting systems to determine accounts are being maintained effectively and provides information on accounting practices to auditors

3. Lower-skilled jobs

The following occupations do not contain any jobs at NVQ or SVQ level 3 or above. There are no codes of practice for these occupations. Sponsors cannot issue certificates of sponsorship for any jobs in these occupations:

SOC Code	SOC code description	Related job titles	Examples of job tasks
4121	Credit controllers	Credit control clerk Credit controller Credit supervisor	<ul style="list-style-type: none"> receives requests for credit submissions and lending proposals arranges for investigations of the credit worthiness of individuals or companies deals with any enquiries or difficulties concerning the acceptance or rejection of credit applications checks that accounting, recording and

			<p>statutory procedures are adhered to for all credit transactions</p> <ul style="list-style-type: none"> • arranges for the collection of arrears of payment
4122	Accounts and wages clerks, bookkeepers, other financial clerks	Accounts assistant Accounts clerk Audit assistant Bookkeeper Cost clerk Ledger clerk Wages clerk	<ul style="list-style-type: none"> • checks and records accuracy of daily records of financial transactions • prepares provisional balances and reconciles these with appropriate accounts • calculates and records hours worked, wages due, deductions and voluntary contributions • compiles schedules and distributes or arranges distribution of wages and salaries • calculates costs and overheads and prepares analyses for management
7122	Debt, rent and other cash collectors	Collector-agent Debt collector Meter reader Rent collector Vending machine operator	<ul style="list-style-type: none"> • receives payment at centralised office or calls on household/business premises • records details of transaction, issues receipt or annotates rent book • reads gas, water and electricity meters • cleans, services and fills vending machines and collects money from meters, vending machines and other cash operated machinery • collects tolls from persons wishing to gain access to private roads, bridges, piers, etc and operates tollgates to control entry • remits cash, cheques or credit notes to cashier, supervisor or bank, building society or post office

1131 Financial managers and chartered secretaries

This page explains the skill level and appropriate salary rate for financial managers and chartered secretaries, and tells you how to meet the resident labour market test.

1. Skill level

All jobs in this occupation code are at or above NVQ or SVQ level 3.

2. Appropriate salary rate

The job must be paid the minimum salary below, which is derived either from the Annual Survey of Hours and Earnings (ASHE) or, where alternative salary data is available, from an alternative code of practice.

Annual Survey of Hours and Earnings: No
Other code of practice: Yes

Minimum rates:

- | | |
|--|-----------------|
| • Financial director (London) | £33.65 per hour |
| • Financial director (rest of England and Wales) | £24.03 per hour |
| • Financial director (Scotland) | £19.23 per hour |
| • Financial manager (London) | £21.63 per hour |
| • Financial manager (rest of England and Wales) | £16.82 per hour |
| • Financial manager (Scotland) | £9.61 per hour |
| • Company secretary | £22.11 per hour |
| • Credit manager | £14.42 per hour |
| • Investment banker | £24.03 per hour |

[Sources: Michael Page International Finance Salary Survey 2007, Hays Legal Staff Salary Survey 2008, Institute of Credit Management Salary Survey 2007, Hudson Banking and Financial Services Salary Survey 2007]

3. Resident labour market test

Jobcentre Plus (or JobCentre Online for jobs in Northern Ireland): Yes

National newspapers: Yes

Professional journals: Yes, in any one of the following publications:

- PASS Magazine
- Accountancy Age
- Chartered Secretary Magazine
- The Law Gazette
- The Economist
- Accountancy Magazine
- Third Sector

- Credit Today

Milkround: No

Internet: Yes, on any one of the following websites:

- www.accaglobal.com
- www.accountancyage.com
- www.ccrmagazine.co.uk
- www.chambersandpartners.com
- www.charteredsecretary.net
- www.cimaglobal.com
- www.cipfa.org.uk
- www.cityjobs.com
- www.credittoday.net
- www.efinancialcareers.co.uk
- www.ft.com
- www.hays.com/legal
- www.icaew.co.uk
- www.icaei.ie
- www.icas.org.uk
- www.icm.org.uk
- www.icsa.org.uk
- www.jobsatthebank.co.uk
- www.lawgazette.co.uk
- www.lgcplus.com
- www.localgov.co.uk
- www.passmagazine.com
- www.seniorfinancialjobs.com
- www.thirdsector.co.uk
- www.reed.co.uk
- www.totaljobs.com
- www.monster.co.uk
- www.jobserve.com
- www.jobsite.co.uk
- www.fish4.co.uk/iad/jobs
- jobs.guardian.co.uk
- jobs.independent.co.uk
- jobs.telegraph.co.uk
- jobs.timesonline.co.uk

Head-hunters (without national advertising): Yes, for jobs where the annual salary is at least £40,000

You can use recruitment agencies and head-hunters to help you. The agency or headhunter may carry out a resident labour market test on your behalf, as specified in this code of practice.

[Go back to the main page](#)

1151 Financial institution managers

This page explains the skill level and appropriate salary rate for financial institution managers, and tells you how to meet the resident labour market test.

1. Skill level

All jobs in this occupation code are at or above NVQ or SVQ level 3.

2. Appropriate salary rate

The job must be paid the minimum salary below, which is derived either from the Annual Survey of Hours and Earnings (ASHE) or, where alternative salary data is available, from an alternative code of practice.

Annual Survey of Hours and Earnings: Yes

Other code of practice: No

Minimum rate: £15.33 per hour

3. Resident labour market test

Jobcentre Plus (or JobCentre Online for jobs in Northern Ireland): Yes

National newspapers: Yes

Professional journals: No

Milkround: Yes, for jobs for new graduates or internships only.

You do not need to advertise the post in Jobcentre Plus if you have carried out a milkround provided you have also used at least one other method in the code **and** you have advertised on one of the following specific websites:

- www.jobs.ac.uk
- www.milkround.com
- www.prospects.ac.uk

Internet: Yes, on any one of the following websites:

- www.reed.co.uk
- www.totaljobs.com
- www.monster.co.uk
- www.jobserve.com
- www.jobsite.co.uk
- www.fish4.co.uk/iad/jobs

- jobs.guardian.co.uk
- jobs.independent.co.uk
- jobs.telegraph.co.uk
- jobs.timesonline.co.uk

Head-hunters (without national advertising): Yes, for jobs where the annual salary is at least £40,000

You can use recruitment agencies and head-hunters to help you. The agency or headhunter may carry out a resident labour market test on your behalf, as specified in this code of practice.

[Go back to the main page](#)

2421 Accountants, chartered and certified

This page explains the skill level and appropriate salary rate for chartered and certified accountants, and tells you how to meet the resident labour market test.

1. Skill level

All jobs in this occupation code are at or above NVQ or SVQ level 3.

2. Appropriate salary rate

The job must be paid the minimum salary below, which is derived either from the Annual Survey of Hours and Earnings (ASHE) or, where alternative salary data is available, from an alternative code of practice.

Annual Survey of Hours and Earnings: No
Other code of practice: Yes

Minimum rates:

- | | |
|--|---------|
| • ACCA Part 1 qualified | £14,000 |
| • ACCA Part 2 qualified | £17,000 |
| • ACCA Part 3 qualified | £20,000 |
| • Trainee in public practice, Foundation | £13,000 |
| • Trainee in public practice, Advanced | £16,000 |
| • Newly fully qualified | £27,000 |
| • Fully qualified with post-qualification experience | £33,000 |

3. Resident labour market test

Jobcentre Plus (or JobCentre Online for jobs in Northern Ireland): Yes

National newspapers: Yes

Professional journals: Yes, in any one of the following publications:

- Accounting & Business
- Accounting, Auditing & Accountability
- Financial Accountant

Milkround: Yes, for jobs for new graduates or internships only.

You do not need to advertise the post in Jobcentre Plus if you have carried out a milkround provided you have also used at least one other method in the

code **and** you have advertised on one of the following specific websites:

- www.jobs.ac.uk
- www.milkround.com
- www.prospects.ac.uk

Internet:

Yes, on any one of the following websites:

- www.accaglobal.com
- www.efinancialcareers.co.uk
- www.ifa.org.uk
- www.reed.co.uk
- www.totaljobs.com
- www.monster.co.uk
- www.jobserve.com
- www.jobsite.co.uk
- www.fish4.co.uk/iad/jobs
- jobs.guardian.co.uk
- jobs.independent.co.uk
- jobs.telegraph.co.uk
- jobs.timesonline.co.uk

Head-hunters (without national advertising): Yes, for jobs where the annual salary is at least £40,000

You can use recruitment agencies and head-hunters to help you. The agency or headhunter may carry out a resident labour market test on your behalf, as specified in this code of practice.

[Go back to the main page](#)

2422 Management accountants

This page explains the skill level and appropriate salary rate for management accountants, and tells you how to meet the resident labour market test.

1. Skill level

All jobs in this occupation code are at or above NVQ or SVQ level 3.

2. Appropriate salary rate

The job must be paid the minimum salary below, which is derived either from the Annual Survey of Hours and Earnings (ASHE) or, where alternative salary data is available, from an alternative code of practice.

Annual Survey of Hours and Earnings: Yes

Other code of practice: No

Minimum rate: £15.81 per hour

3. Resident labour market test

Jobcentre Plus (or JobCentre Online for jobs in Northern Ireland): Yes

National newspapers: Yes

Professional journals: Yes, in any one of the following publications:

- Accountancy
- Accountancy Age

Milkround: Yes, for jobs for new graduates or internships only.

You do not need to advertise the post in Jobcentre Plus if you have carried out a milkround provided you have also used at least one other method in the code **and** you have advertised on one of the following specific websites:

- www.jobs.ac.uk
- www.milkround.com
- www.prospects.ac.uk

Internet: Yes, on any one of the following websites:

- www.accountancyagejobs.com
- www.accountancyjobsonline.co.uk
- www.accountingweb.co.uk
- www.cimaglobal.com
- www.efinancialcareers.co.uk

- www.totallyfinancial.com
- www.reed.co.uk
- www.totaljobs.com
- www.monster.co.uk
- www.jobserve.com
- www.jobsite.co.uk
- www.fish4.co.uk/iad/jobs
- jobs.guardian.co.uk
- jobs.independent.co.uk
- jobs.telegraph.co.uk
- jobs.timesonline.co.uk

Head-hunters (without national advertising): Yes, for jobs where the annual salary is at least £40,000

You can use recruitment agencies and head-hunters to help you. The agency or headhunter may carry out a resident labour market test on your behalf, as specified in this code of practice.

[Go back to the main page](#)

2423 Management consultants, actuaries, economists and statisticians

This page explains the skill level and appropriate salary rate for management consultants, actuaries, economists and statisticians, and tells you how to meet the resident labour market test.

1. Skill level

All jobs in this occupation code are at or above NVQ or SVQ level 3.

2. Appropriate salary rate

The job must be paid the minimum salary below, which is derived either from the Annual Survey of Hours and Earnings (ASHE) or, where alternative salary data is available, from an alternative code of practice.

Annual Survey of Hours and Earnings: Yes (all jobs other than those below)
Other code of practice: Yes (Actuaries and Consultants)

Minimum rates:

- Actuaries £42,500
- Consultants £43,000
- Other jobs £15.20 per hour

[Sources: Salary survey of actuaries and actuarial students 2007: Remuneration Economics in association with The Actuarial Profession, Beament Leslie Thomas Annual Salary Survey 2009, Annual Survey of Hours and Earnings]

3. Resident labour market test

Jobcentre Plus (or JobCentre Online for jobs in Northern Ireland): Yes

National newspapers: Yes

Professional journals: Yes, in any one of the following publications:

Management Consultants

- Consulting Magazine
- The Economist
- Management Consultancy Magazine
- People Management
- Top Consultant

Actuaries

- The Actuary

Economists

- The Business Economist
- The Economist

Statisticians

- Health Service Journal
- New Scientist
- RSS News
- Times Educational Supplement

Milkround: Yes, for jobs for new graduates or internships only.

You do not need to advertise the post in Jobcentre Plus if you have carried out a milkround provided you have also used at least one other method in the code **and** you have advertised on one of the following specific websites:

- www.jobs.ac.uk
- www.milkround.com
- www.prospects.ac.uk

Internet: Yes, on any one of the following websites:

- www.consultingmag.com
- www.economist.com
- www.bestcompaniesguide.co.uk
- www.exec-appointments.com
- www.top-consultant.com
- jobs.the-actuary.org.uk (for actuary jobs only)
- www.actuaries.org.uk (for actuary jobs only)
- www.efinancialcareers.co.uk
- www.thesupplycurve.com (for economist and statistician jobs only)
- www.hsj.co.uk (for healthcare statisticians only)
- www.newscientistjobs.com (for statisticians only)
- www.pharmiweb.com (for healthcare statisticians only)
- www.tes.co.uk (for education statisticians only)
- www.reed.co.uk
- www.totaljobs.com
- www.monster.co.uk
- www.jobserve.com
- www.jobsite.co.uk
- www.fish4.co.uk/iad/jobs
- jobs.guardian.co.uk
- jobs.independent.co.uk
- jobs.telegraph.co.uk
- jobs.timesonline.co.uk

Head-hunters (without national advertising): Yes, for jobs where the annual salary is at least £40,000

You can use recruitment agencies and head-hunters to help you. The agency or headhunter may carry out a resident labour market test on your behalf, as

specified in this code of practice.

[Go back to the main page](#)

3532 Brokers

This page explains the skill level and appropriate salary rate for brokers, and tells you how to meet the resident labour market test.

1. Skill level

All jobs in this occupation code are at or above NVQ or SVQ level 3.

2. Appropriate salary rate

The job must be paid the minimum salary below, which is derived either from the Annual Survey of Hours and Earnings (ASHE) or, where alternative salary data is available, from an alternative code of practice.

Annual Survey of Hours and Earnings: Yes

Other code of practice: No

Minimum rate: £15.93 per hour

3. Resident labour market test

Jobcentre Plus (or JobCentre Online for jobs in Northern Ireland): Yes

National newspapers: Yes

Professional journals: Yes, in any one of the following publications:

- Insurance Age
- Insurance Brokers Monthly
- Insurance Day
- Insurance Times
- The Insurance Week
- Professional Broking

Milkround: Yes, for jobs for new graduates or internships only.

You do not need to advertise the post in Jobcentre Plus if you have carried out a milkround provided you have also used at least one other method in the code **and** you have advertised on one of the following specific websites:

- www.jobs.ac.uk
- www.milkround.com
- www.prospects.ac.uk

Internet: Yes, on any one of the following websites:

- www.broking.co.uk

- www.efinancialcareers.com
- www.ft.com
- www.insuranceday.co.uk
- www.insurancejobs.co.uk
- www.insurancetimes.co.uk
- www.jobsfinancial.com
- www.reed.co.uk
- www.totaljobs.com
- www.monster.co.uk
- www.jobserve.com
- www.jobsite.co.uk
- www.fish4.co.uk/iad/jobs
- jobs.guardian.co.uk
- jobs.independent.co.uk
- jobs.telegraph.co.uk
- jobs.timesonline.co.uk

Head-hunters (without national advertising): Yes, for jobs where the annual salary is at least £40,000

You can use recruitment agencies and head-hunters to help you. The agency or headhunter may carry out a resident labour market test on your behalf, as specified in this code of practice.

[Go back to the main page](#)

3533 Insurance underwriters

This page explains the skill level and appropriate salary rate for insurance underwriters, and tells you how to meet the resident labour market test.

1. Skill level

All jobs in this occupation code are at or above NVQ or SVQ level 3.

2. Appropriate salary rate

The job must be paid the minimum salary below, which is derived either from the Annual Survey of Hours and Earnings (ASHE) or, where alternative salary data is available, from an alternative code of practice.

Annual Survey of Hours and Earnings: Yes

Other code of practice: No

Minimum rate: £11.44 per hour

3. Resident labour market test

Jobcentre Plus (or JobCentre Online for jobs in Northern Ireland): Yes

National newspapers: Yes

Professional journals: Yes, in any one of the following publications:

- Insurance Age
- Insurance Day
- Insurance Times
- The Insurance Week
- Post Magazine

Milkround: Yes, for jobs for new graduates or internships only.

You do not need to advertise the post in Jobcentre Plus if you have carried out a milkround provided you have also used at least one other method in the code **and** you have advertised on one of the following specific websites:

- www.jobs.ac.uk
- www.milkround.com
- www.prospects.ac.uk

Internet: Yes, on any one of the following websites:

- www.efinancialcareers.com
- www.ft.com

- www.insuranceday.co.uk
- www.insurancejobs.co.uk
- www.insurancetimes.co.uk
- www.jobsfinancial.com
- www.postonline.co.uk
- www.reed.co.uk
- www.totaljobs.com
- www.monster.co.uk
- www.jobserve.com
- www.jobsite.co.uk
- www.fish4.co.uk/iad/jobs
- jobs.guardian.co.uk
- jobs.independent.co.uk
- jobs.telegraph.co.uk
- jobs.timesonline.co.uk

Head-hunters (without national advertising): Yes, for jobs where the annual salary is at least £40,000

You can use recruitment agencies and head-hunters to help you. The agency or headhunter may carry out a resident labour market test on your behalf, as specified in this code of practice.

[Go back to the main page](#)

3534 Finance and investment analysts / advisers

This page explains the skill level and appropriate salary rate for finance and investment analysts and advisers, and tells you how to meet the resident labour market test.

1. Skill level

All jobs in this occupation code are at or above NVQ or SVQ level 3.

2. Appropriate salary rate

The job must be paid the minimum salary below, which is derived either from the Annual Survey of Hours and Earnings (ASHE) or, where alternative salary data is available, from an alternative code of practice.

Annual Survey of Hours and Earnings: Yes

Other code of practice: No

Minimum rate: £13.86 per hour

3. Resident labour market test

Jobcentre Plus (or JobCentre Online for jobs in Northern Ireland): Yes

National newspapers: Yes

Professional journals: No

Milkround: Yes, for jobs for new graduates or internships only.

You do not need to advertise the post in Jobcentre Plus if you have carried out a milkround provided you have also used at least one other method in the code **and** you have advertised on one of the following specific websites:

- www.jobs.ac.uk
- www.milkround.com
- www.prospects.ac.uk

Internet: Yes, on any one of the following websites:

- www.efinancialcareers.com
- www.ft.com
- www.jobsfinancial.com
- www.reed.co.uk
- www.totaljobs.com
- www.monster.co.uk

- www.jobserve.com
- www.jobsite.co.uk
- www.fish4.co.uk/iad/jobs
- jobs.guardian.co.uk
- jobs.independent.co.uk
- jobs.telegraph.co.uk
- jobs.timesonline.co.uk

Head-hunters (without national advertising): Yes, for jobs where the annual salary is at least £40,000

You can use recruitment agencies and head-hunters to help you. The agency or headhunter may carry out a resident labour market test on your behalf, as specified in this code of practice.

[Go back to the main page](#)

3535 Taxation experts

This page explains the skill level and appropriate salary rate for taxation experts, and tells you how to meet the resident labour market test.

1. Skill level

All jobs in this occupation code are at or above NVQ or SVQ level 3.

2. Appropriate salary rate

The job must be paid the minimum salary below, which is derived either from the Annual Survey of Hours and Earnings (ASHE) or, where alternative salary data is available, from an alternative code of practice.

Annual Survey of Hours and Earnings: Yes

Other code of practice: No

Minimum rate: £13.31 per hour

3. Resident labour market test

Jobcentre Plus (or JobCentre Online for jobs in Northern Ireland): Yes

National newspapers: Yes

Professional journals: No

Milkround: Yes, for jobs for new graduates or internships only.

You do not need to advertise the post in Jobcentre Plus if you have carried out a milkround provided you have also used at least one other method in the code **and** you have advertised on one of the following specific websites:

- www.jobs.ac.uk
- www.milkround.com
- www.prospects.ac.uk

Internet: Yes, on any one of the following websites:

- www.hmrc.gov.uk
- www.efinancialcareers.com
- www.reed.co.uk
- www.totaljobs.com
- www.monster.co.uk
- www.jobserve.com
- www.jobsite.co.uk

- www.fish4.co.uk/iad/jobs
- jobs.guardian.co.uk
- jobs.independent.co.uk
- jobs.telegraph.co.uk
- jobs.timesonline.co.uk

Head-hunters (without national advertising): Yes, for jobs where the annual salary is at least £40,000

You can use recruitment agencies and head-hunters to help you. The agency or headhunter may carry out a resident labour market test on your behalf, as specified in this code of practice.

[Go back to the main page](#)

3537 Financial and accounting technicians

This page explains the skill level and appropriate salary rate for financial and accounting technicians, and tells you how to meet the resident labour market test.

1. Skill level

The following jobs in this occupation code are **at or above** NVQ or SVQ level 3:

- AAT accounting technician – Intermediate
- CAT accounting technician – Intermediate
- AAT accounting technician – qualified
- CAT accounting technician – qualified

The following jobs in this occupation code are **below** NVQ or SVQ level 3.

- CAT accounting technician – Foundation
- AAT accounting technician – Foundation

2. Appropriate salary rate

The job must be paid the minimum salary below, which is derived either from the Annual Survey of Hours and Earnings (ASHE) or, where alternative salary data is available, from an alternative code of practice.

Annual Survey of Hours and Earnings: No
Other code of practice: Yes

Minimum rates:

- | | |
|---|---------|
| • Technician in commerce and industry, intermediate | £13,000 |
| • Technician in commerce and industry, experienced | £15,000 |
| • Technicians in public practice, intermediate | £10,000 |
| • Technicians in public practice experienced | £12,500 |

3. Resident labour market test

Jobcentre Plus (or JobCentre Online for jobs in Northern Ireland): Yes

National newspapers: Yes

Professional journals:	Yes, in any one of the following publications: <ul style="list-style-type: none"> • Accounting & Business • Accounting, Auditing & Accountability • Financial Accountant
Milkround:	Yes, for jobs for new graduates or internships only.
<p>You do not need to advertise the post in Jobcentre Plus if you have carried out a milkround provided you have also used at least one other method in the code and you have advertised on one of the following specific websites:</p> <ul style="list-style-type: none"> • www.jobs.ac.uk • www.milkround.com • www.prospects.ac.uk 	
Internet:	Yes, on any one of the following websites: <ul style="list-style-type: none"> • www.accaglobal.com • www.ifa.org.uk • www.reed.co.uk • www.totaljobs.com • www.monster.co.uk • www.jobserve.com • www.jobsite.co.uk • www.fish4.co.uk/iad/jobs • jobs.guardian.co.uk • jobs.independent.co.uk • jobs.telegraph.co.uk • jobs.timesonline.co.uk
Head-hunters (without national advertising):	Yes, for jobs where the annual salary is at least £40,000
<p>You can use recruitment agencies and head-hunters to help you. The agency or headhunter may carry out a resident labour market test on your behalf, as specified in this code of practice.</p>	

[Go back to the main page](#)