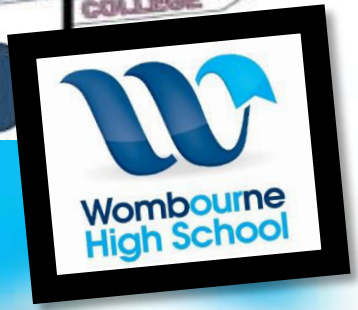


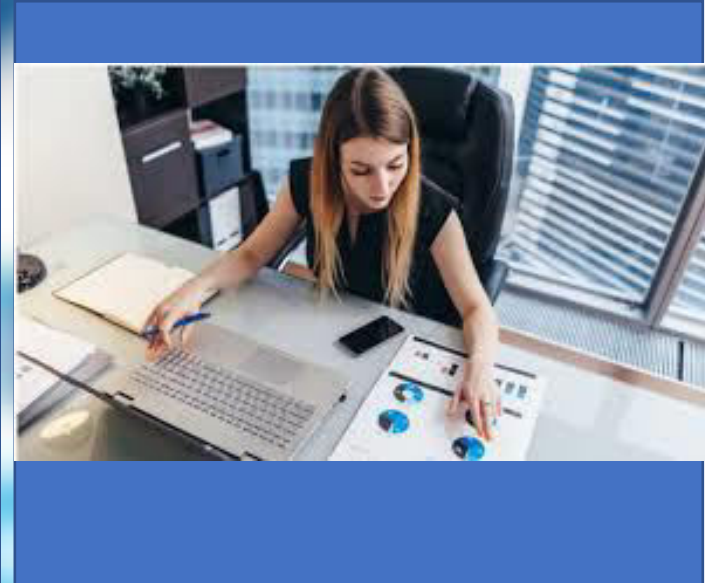
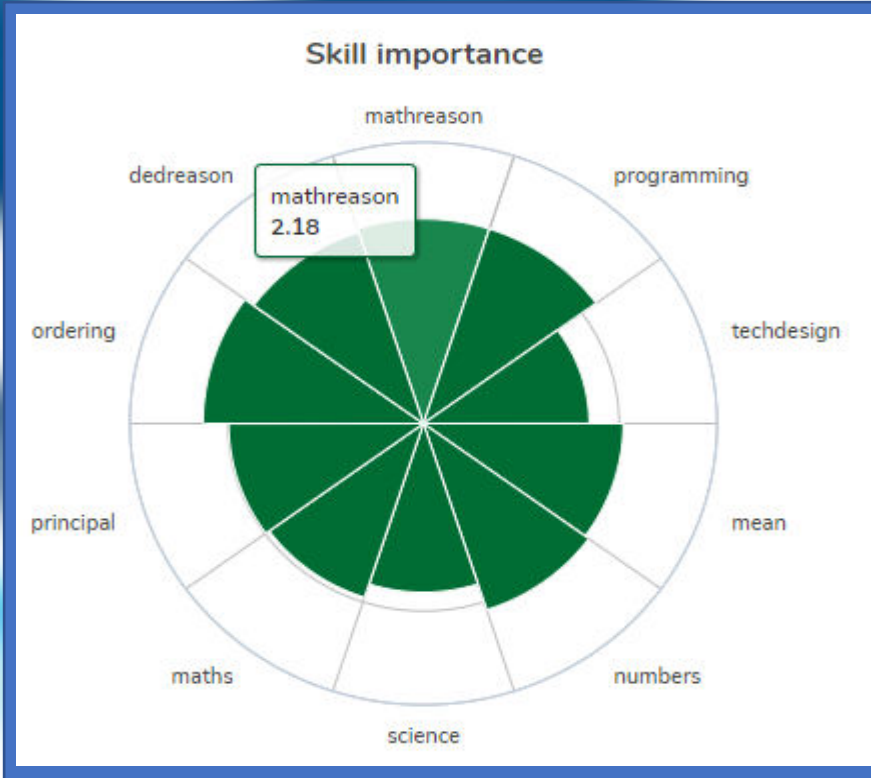


Careers 2020



Economist

Career Of The Week Date:
31/5/2021



Economist



£28,600

average salary

The UK average salary is £28,758



39

average weekly hours

There are 37.5 hours in the average working week



30% male 70% female

The UK workforce is 47% female and 53% male



Description?

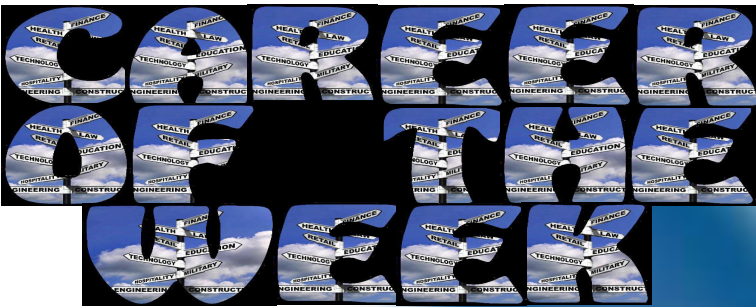
Job holders in this unit group undertake a variety of administrative and clerical duties in national government departments, and in local offices of national government departments.

Qualifications

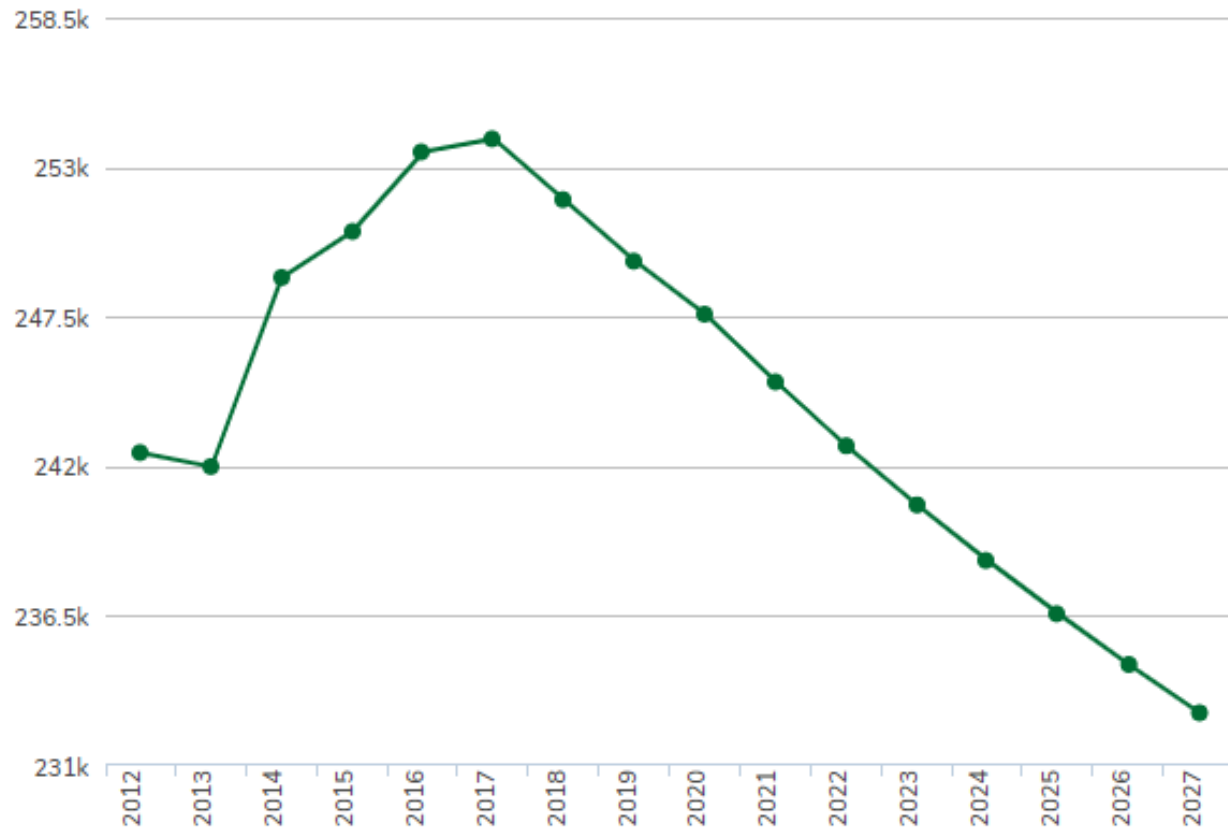
Entry is possible to junior grades within this group with GCSEs/S grades, and/or relevant practical experience; higher grades require A levels/H grades or equivalent, although many entrants are graduates. NVQs/SVQs, apprenticeships and professional qualifications are available for certain areas of work.



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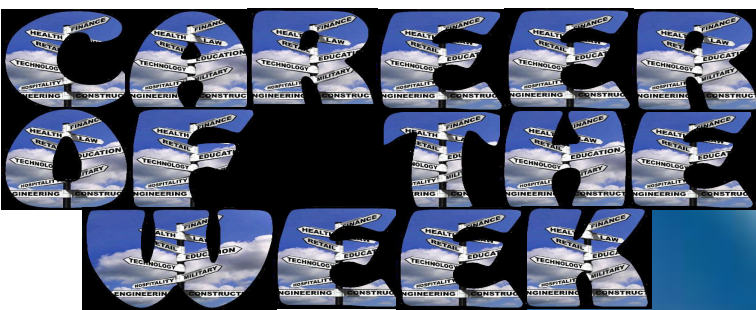


Future employment



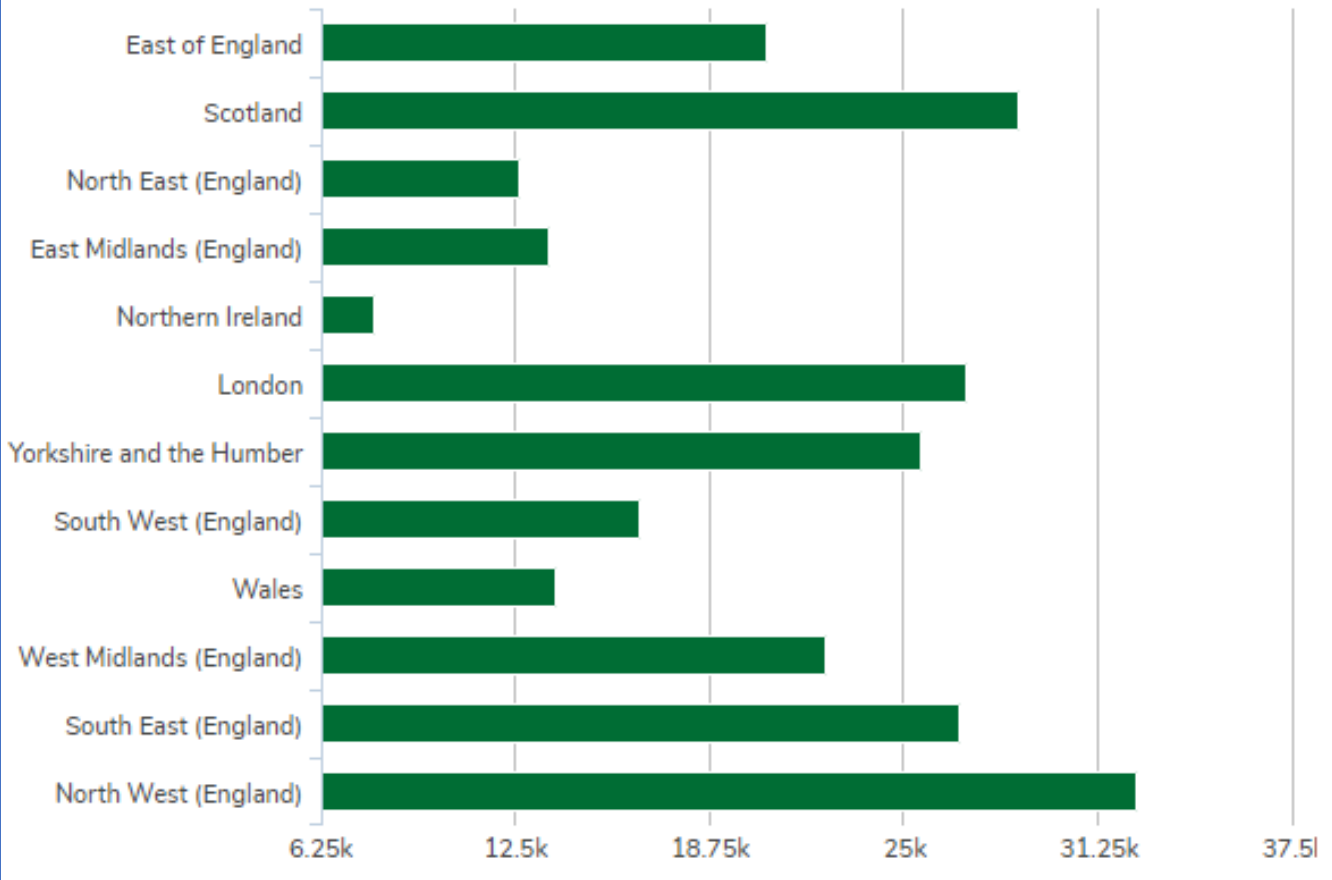
Tasks

- Assists senior government officers with policy work, external liaison or general administrative work;
- Undertakes administrative duties specific to the operation of HM Revenue and Customs offices, Job Centres, Benefits Agency offices and other local offices of national government;
- Maintains and updates correspondence, documents, data and other records for storage in files or on computer;
- Classifies, sorts and files publications, correspondence etc. in offices and libraries;
- Responds to telephone enquiries and other forms of correspondence;
- Performs miscellaneous clerical tasks such as proof reading printed material, drafting letters, taking minutes etc.



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Employment by region



Employment status

