

**DOLLARS & SENSE**

**SECONDARY  
School Module**

**ACTIVITY BOOKLET**

**6**



**CAREERS IN FINANCE**



AFOA Canada acknowledges the generous support of the TD Bank Group in making this project possible.



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## **ACTIVITY 6 - CAREERS IN FINANCE**

### **MATERIALS REQUIRED**

Dollars and Sense Secondary School Module

Activity Booklet - Provide Activity Booklet 6 to each student.

### **AGENDA MAP**

<b>Time (Minutes)</b>	<b>Activity 6 - Careers in Finance Agenda Items</b>	<b>Page</b>
30	1. Notes - Careers in Finance.	4
30	2. Careers in Finance Worksheet	10
60	<b>TOTAL TIME for Activity 6</b>	



## CAREERS IN FINANCE

**TIME  
(Minutes)**

**ACTIVITY 6 DIRECTIONS**

- |    |   |
|----|---|
| 2  | 1. Refer to Activity 6 Booklet - Careers in Finance.  |
| 15 | 2. Working in pairs, you have 15 minutes to respond to the questions on the Activity 6 Careers in Finance Worksheet. Refer to the descriptions of the four finance careers. |
| 10 | 3. Share responses with the class.  |
| 3  | 4. Facilitator summarizes key findings.   |
| 30 | <b>TOTAL Activity Time</b>  |



## NOTES: CAREERS IN FINANCE

Occupation	Description	Potential Employers
Financial Officer or Manager	Examine and analyze the accounting and financial records of individuals, businesses and organizations to ensure accuracy and compliance with established accounting standards and procedures. Plan, organize and administer accounting systems for individuals, businesses and organizations. Articling students in accounting firms are included in this unit group.	Aboriginal community/band offices, Tribal Councils, Aboriginal organizations, banks, other financial institutions and accounting firms employ financial officers and managers. Financial officers, managers and accountants may also be self-employed.
Financial and Investment Analysts	Collect and analyze financial information related to stocks, bonds and other investments to provide financial and investment or financing advice for their company or their company's clients.	A wide range of organizations in the private and public sector use financial analysts such as banks, brokerage houses, insurance companies, investment companies, manufacturing firms, trust companies, utility companies and underwriting firms. Brokerage houses and trust companies primarily use investment analysts.
Loan Officer	Examine, evaluate and process credit and loan applications.	Banks, trust companies, credit unions and similar financial institutions use loan officers.
Bookkeeper	Maintain all accounting records, process and record financial transactions for a business or organization. May provide personal bookkeeping services.	Public and private sector organizations that are small enough that they don't need individual accounting clerks use bookkeepers. A bookkeeper may be self-employed and maintain the records for small businesses and organizations.



## NOTES: CAREERS IN FINANCE (CONTINUED)

Occupation	Description	Potential Employers
Accounting and Related Clerk	Calculate, prepare and process bills, invoices, accounts payable and receivable, budgets and other financial records according to established procedures.	Larger public and private sector organizations use accounting clerks.
Payroll Clerk	Collect, verify and process payroll information. Determine pay and benefit entitlements for employees within a department, company or other establishment.	All public and private sector organizations that employ a large number of people use payroll clerks.
Customer Service Representative	Process customers' financial transactions and provide information on related banking products and services.	Banks, trust companies, credit unions and other financial institutions use customer service representatives.



## SAMPLE CAREERS IN FINANCE



### CASHIER

#### Career Attributes

Job Description	Record and receive payment from customers in stores, restaurants, movie theatres, and other establishments.
Skills and Education Needed	<p>Skills - Math, read price tag, use cash register, oral communication, and significant use of memory.</p> <p>Education - Some secondary school is usually required</p>

#### Life Style Characteristics

Wage Range	\$10.25 to \$15.00 per hour
Time for Family and Hobbies	Significant time is available for family and hobbies because job responsibilities are limited to working hours.
Ability to Own Things	Ability to own things is limited due to the lower income level.
Ability to Travel	Ability to travel is limited due to lower income level.



## SAMPLE CAREERS IN FINANCE



### FINANCIAL MANAGER

#### Career Attributes

Job Description	Plan, direct, organize and control the operation of an accounting or other finance department. Implement financial policies and procedures. Prepare or coordinate the preparation of budgets and financial statements of the organization.
Skills and Education Needed	<p>Skills - A strong understanding of accounting and financial analysis is required. Computer use is required for word processing, financial analysis and the operation of specific accounting software. Strong numeracy skills required. Oral communication skills are needed to interact with employees and coworkers within other departments of the organization.</p> <p>Education - A Bachelor's Degree in Business Administration, Economic, Commerce or other related field is required. An accounting designation or Master's Degree in Business Administration may also be required. AFOA Canada also offers the Certified Aboriginal Financial Management (CAFM) designation.</p>

#### Life Style Characteristics

Wage Range	\$11.38 to \$48.00 per hour
Time for Family and Hobbies	Significant time commitment is required to the job including working evenings or weekends to prepare or provide financial reports as required.
Ability to Own Things	Once the higher wage level is achieved, there is a greater ability to own things.
Ability to Travel	Once the higher wage level is achieved, there is a greater ability to travel due to the increased income level.





## SAMPLE CAREERS IN FINANCE



### CHIEF EXECUTIVE OFFICER

#### Career Attributes

Job Description	Establish objectives for the company and formulate or approve policies and programs. Allocate material, human and financial resources to implement company policies and programs. Co-ordinate the work of regions, divisions or departments. Represent the company in negotiations or other official functions
Education Needed	<p>Skills - Analytical and problem solving skills are required to assess opportunities and issues. A high level of oral and written communications is needed. The ability to supervise and direct employees is essential.</p> <p>Education - University degree or college diploma in engineering, business administration, commerce or other discipline related to the company's product is usually required.</p>

#### Life Style Characteristics

Wage Range	\$13.57 – \$274.52 per hour
Time for Family and Hobbies	Significant demands are placed on the individual outside of work hours. This limits the time available for family and hobbies.
Ability to Own Things	Due to the high wage range, the ability to own things is high.
Ability to Travel	The ability to travel is high due to the opportunity to earn a high income. This occupation may also involve significant travel related to work.



## SAMPLE CAREERS IN FINANCE



### FINANCIAL AUDITOR

#### Career Attributes

#### Life Style Characteristics

Job Description	Examine and analyze journal and ledger entries, bank statements, tax returns and other accounting and financial records, of a company to ensure financial recording accuracy and compliance with established accounting standards, procedures and internal controls. Prepare detailed reports on audit findings and recommend improvements to accounting and management practices	Wage Range	\$15.30 to \$49.00 per hour
		Time for Family and Hobbies	This occupation requires significant time working outside of work hours which will impact time for family and hobbies.
		Ability to Own Things	Once the higher wage range is achieved, the ability to own things exists.
Education Needed	<p>Skills - Accounting and financial analysis skills are required. Significant document use skills are required including reviewing documents and locating required financial information, completing entry forms and entering data in lists and tables. Oral and written communications skills are required to prepare and provide reports to clients. Strong numeracy and analytical skills are also required.</p> <p>Education - University degree in business administration or commerce. An accounting designation is also required. Licensing by a provincial governing body to practice public accounting is also required.</p>	Ability to Travel	Travel is required to meet with clients at their office. The ability to travel for personal use increases with the wage range.



## **ACTIVITY 6 - CAREERS IN FINANCE WORKSHEET**

1. Under the career **Cashier**, what is the key thing that they do?

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2. Under the career **Financial Manager**, what is the education required for this job?

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3. Under the career **Chief Executive Officer**, what is the ability to travel?

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4. Under the career **Financial Auditor**, what is the key thing that they do?

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