



Norwich's Independent Financial Voice

# FIG CAREERS DIRECTORY 2012



Swiss Re



**Fig has been working for nearly 12 years to bring together the banking, insurance and finance sector in Norfolk and helps the sector to thrive. For more information visit the Fig website, [www.fignorfolk.com](http://www.fignorfolk.com)**

This booklet has been created and sponsored by the Financial Industry Group.

Fig is very grateful to the following organisations for sponsorship or support of the Fig Student Convention:

Norfolk County Council  
Marsh  
City College Norwich  
Alan Boswell Group  
Aviva  
pfeg  
Swiss Re

A video of the convention will be available at [www.fignorfolk.com/content/student-convention](http://www.fignorfolk.com/content/student-convention)

The next Fig Student Convention will take place on **Tuesday 15 October 2013** – for full details visit [www.fignorfolk.com](http://www.fignorfolk.com)

For more information about classes at City College or to reach its Schools Liaison team contact the City College Advice Shop on 01603 773067 or 773068.

**A pdf of this booklet is available at [www.fignorfolk.com](http://www.fignorfolk.com)**

## Welcome

*Welcome to the Fig Careers Directory 2012, created by the Financial Industry Group, Norwich's independent financial voice.*

*When we launched this careers guide we were surprised how much important information we needed to include. This was reinforced by the many enthusiastic comments we have since received about it. We hope it will have a long and useful life!*

*There are fantastic opportunities for a really exciting financial industry career here in Norfolk, with companies of all sizes working in many areas of finance. Norwich is by far the largest general insurance centre in the UK. In fact, more than a quarter of the Norwich workforce is employed in financial services, making it the largest employer in the city.*

*You also have the very best options to get your training as Norwich boasts the leading National Skills Academy for Financial Services right in the city centre. It is run by City College, a long-standing partner of Fig.*

*I hope this booklet answers some of your questions about joining our exciting sector.*



Marjorie Eade  
Director, Financial Industry Group

## Introduction

This year's booklet begins with the **Student Convention pages** - with space for **your notes** – and there are more Notes pages towards the back of the booklet.

Then the **Events** pages list seminars and lectures organised by local professional institutes over the **coming year** that **students and careers teachers are invited to attend**.

The **Resources** section is packed with helpful information, including details of **local financial businesses**, other **useful organisations** to contact, a **jargon-busting glossary** and an explanation of some **job roles** in finance.

Next comes a **Personal Account Record** to help you to keep control of your finances and, finally, information about **City College** and the **Financial Academy in Norwich** so you can find out about local courses that you might want to take to join the financial industry.

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Norfolk County Council is proud to be supporting the Financial Industry Student Convention and the Fig Careers Directory 2012, organised by the Financial Industry Group (Fig). Fig has successfully organised the 'Financial Industry' Student Convention for the 3rd year running, in partnership with local businesses, schools and Norfolk County Council.

As a key industry for Norfolk, we hope the convention will inspire many young people to consider a career in our prosperous financial sector. Last year we received fantastic feedback from students and teachers alike, with one student saying "It showed me in a much clearer way that finance isn't just a desk job; that every day something can be different"

This year I am again proud to be supporting these events and hope to see many more young people learning about the wealth of opportunity available in Norfolk. The county has one of the most dynamic financial centres in the UK, it is a place where businesses flourish. One in three of the Norwich work force is employed in the financial sector, where businesses such as Aviva, Marsh and Virgin Money are amongst the wide range of financial services companies based here. Norfolk is also a number one destination for financial industry training, providing first class knowledge and expertise to the next generation of financial workers.

With encouraging attendance figures from last year's convention, we are again delighted to be able to support this event, not least because one of Norfolk County Council's three strategic ambitions is to have 'aspirational people with high levels of achievement & skills'. We hope that the Financial Industry Convention and Careers Directory provides students and teachers with an insight into a challenging and rewarding career, that you could have right here in Norfolk.

A handwritten signature in black ink, appearing to read "Derrick Murphy".

**Derrick Murphy**  
Leader of Norfolk County Council



## Resources

*The following pages provide useful background information and extra pages for your notes.*

Financial Industry Group  
[www.fignorfolk.com](http://www.fignorfolk.com)

National Skills Academy for Financial Services, Norwich  
[www.ccn.ac.uk/guide/national-skills-academy-financial-services-courses](http://www.ccn.ac.uk/guide/national-skills-academy-financial-services-courses)

Norwich City College  
[www.ccn.ac.uk](http://www.ccn.ac.uk)

University of East Anglia  
[www.uea.ac.uk](http://www.uea.ac.uk)

*ifs* School of Finance  
[www.ifslearning.ac.uk](http://www.ifslearning.ac.uk)

The Chartered Insurance Institute  
[www.cii.co.uk](http://www.cii.co.uk)

The Chartered Institute for Securities & Investment  
[www.cisi.org](http://www.cisi.org)

Financial Skills Partnership  
[www.directions.org.uk](http://www.directions.org.uk)

National Skills Academy for Financial Services  
[www.nsafs.co.uk](http://www.nsafs.co.uk)

Personal Finance Education Group  
[www.pfeg.org](http://www.pfeg.org)

## INSURANCE

### Insurance Broking

Brokers are agents acting in the interest of their clients and their prime responsibility is to identify insurance requirements and find suitable insurance solutions for their customers. As an insurance broker, your role is to negotiate the best level of insurance cover at the best price from insurance companies for your clients.

### Underwriting

Insurance involves charging a fee (called a 'premium') in return for providing customers with cover against potential loss or damage. Insurance can be underwritten for personal things like a customer's home, their pet, car, overseas travel or their life. As an underwriter, it will be your job to determine whether applications for insurance should be accepted, and, if so, at what price and if any special terms should be applied.

### Claims Management

When an individual or business needs to claim against their insurance policy, the claims management team have to fulfil the promise to pay valid claims to the policyholder. It's far from just authorising a cheque to be sent out. As well as gathering information from the claimant, claims management professionals may also need to liaise with experts such as loss adjusters, who investigate the loss, and sometimes lawyers, to define and negotiate a fair settlement.

## BANKING

### Branch Management

Retail banking is the face of finance in the UK with about 12,000 high street banks. Responsible for the whole branch or possibly several branches, you will take care of all the operational aspects. You'll be in charge of recruiting and managing teams of customer service professionals and often specialist financial teams, ensuring business and service targets are being met.

### Corporate Finance

When businesses are looking to develop further, either through expansion, mergers or acquisitions of other firms, they will usually seek expert advice from teams that can support them through the process. If you work in corporate finance the chances are you'll either be based in a large department within an investment bank, a large accountancy practice, legal firm or a large corporate firm. A big part of the job involves dealing with the transactional side of things, raising capital (through issuing shares / bonds).

## Financial Advice & Planning

Financial advisers support and help individuals choose the most suitable products, including mortgages, insurance, pensions, savings and investments, for their financial goals. Financial planning roles typically take a longer-term and comprehensive view of a client's financial well-being, exploring a wide range of possible financial needs. Financial advisers and planners have to be ethical and demonstrate high levels of professionalism. A key element of the role is to engage with clients, to help them make plans for their future and decide upon how to make the best use of their money. They research the marketplace and determine the most appropriate financial plan for their client.

## ACCOUNTING & FINANCE

### Bookkeeper

Every business, large and small, is required by law to 'keep books'. This essentially is the process that documents and verifies every financial transaction. These accounts can be complex, particularly when it comes to finalising end of year business statements and tax returns. Keeping a financial 'paper trail' is much more than just a formality. As an accounts clerk/bookkeeper, it would be your job to ensure records are fully maintained and updated, ready for audit purposes and to facilitate the process of filing annual account statements and reports.

### Financial Accountancy

Keeping account of all financial transactions and preparing documents and accounts, to be viewed by both internal and external parties, is key for those working in financial accountancy. This career choice is often regarded as a strategic, administrative and support role, which involves extracting information from financial records and interpreting what these records mean in reality – including working with budgets and forecasts. Then helping the business operations to see whether they are meeting targets.

### Payroll & Benefits

Every employee looks forward to receiving their pay ping into their bank account each month or week. The perk to this job is, get it right month after month, and you're likely to be the most popular person within the organisation. You will be responsible for ensuring employees are paid the correct amount, on time. Accuracy is essential, so being methodical, organised and paying attention to detail are vital. Traditionally payroll was a finance function, but today it is often more closely aligned with human resources.

## INVESTMENT & PENSIONS

### Investment Management

Investment management is focused on increasing the value of assets on behalf of clients. These assets could include equities (shares), bonds, property and cash. Clients can be large institutions who have large amounts of money to invest, or individuals. Wealth managers are sometimes called Private Bankers and their clients are generally high net worth individuals. Investment managers use different strategies to invest and they have to consider the asset allocation and construction of portfolios. Integral to their role is their relationships with investment analysts, who research growth and income opportunities that meet clients' investment goals.

### Stockbroking

Stockbroking brings together buyers and sellers of financial products in a market where prices are already established. As a stockbroker, you'll be buying and selling shares on a commission basis for clients – which could include private investors or institutions. Your overall aim would be to help clients maximise returns on their investment. Stockbrokers work closely with investment analysts and traders, monitoring UK and foreign stock market performance, purchasing new share issues, interpreting financial reports and administering and evaluating clients' investment holdings.

### Pensions Management

Individuals paying into pension schemes need reassurance that their scheme is delivering everything they expect and that they are being kept aware of developments, both in terms of scheme performance and wider industry changes. Your main purpose as a pension manager would be to ensure pension schemes under your control are being run effectively and meet industry standards. You might work for large companies that manage their own pension schemes, public sector pension providers, life assurance firms and actuarial consultancies.

\* Explore more careers in accountancy, finance and financial services at the Financial Skills Partnership website, [www.directions.org.uk/careers](http://www.directions.org.uk/careers)



**Marsh is a global leader in insurance broking and risk management. Marsh has over 24,000 colleagues who collaborate to provide advice and transactional capabilities to clients in over 100 countries.**

Marsh is proud to once again support the Fig Student Convention. We recognise that the Convention is an important event for young people in Norfolk and provides them with the opportunity to learn more about their career options and plan their futures. It is also extremely rewarding for our colleagues to meet and advise students from so many different schools and colleges across the region.

At Marsh, talent management makes good business sense. Nurturing our future leaders is a key component of improving our business models and enhancing our competitive edge, while helping our clients grow their businesses and thrive. In order to provide our clients with world class services we help

colleagues grow through a number of learning and development programmes and we actively encourage our people to gain professional qualifications and support personal development.

Working at Marsh means joining a team of diverse professionals across the globe, dedicated to helping clients manage some of the world's most challenging and complex risks. Our rich history has created a client service culture that is second to none.

Marsh's Norwich operation at Victoria House on Queens Road is our largest UK site outside of London and is home to over 350 colleagues. Our Norwich colleagues work directly with clients, their counterparts in London, the London markets and our global operations around the world on a wide range of exciting specialisms including kidnap and ransom, terrorism, aerospace and crime.

To find out more information or to submit your CV please email: [uk.recruitment@marsh.com](mailto:uk.recruitment@marsh.com)

Registered in England Number: 1507274, Registered Office: 1 Tower Place West, Tower Place, London EC3R 5BU. Marsh Ltd is authorised and regulated by the Financial Services Authority for insurance mediation activities only. Marsh Ltd conducts its general insurance activities on terms that are set out in the document "Our Business Principles and Practices". This may be viewed on our website <http://uk.marsh.com/AboutUs/AboutMarsh/articleType/ArticleView/articleId/2375/Governance.aspx>

**AER** Annual Equivalent Rate. Shows what the interest rate would be if the interest on savings were paid and added to savings at the end of each year. Used as a way of comparing different financial products; the higher the AER, the better the return on your savings.

**Annuity** A special type of investment which can pay out a regular sum over a lifetime. Usually taken out with pensions upon retirement.

**BACS** Bankers Automated Clearing System. A fast service that allows transfers of money to be done electronically from one bank to another e.g. salaries.

**Bankruptcy** A court order given when someone cannot pay their debts they owe: an official receiver takes control of your money and property, and deals with your creditors.

**CHAPS** Clearing House Automated Payment System – a method for transferring money from one bank account to another on the same day. There is usually a charge for this service.

**Comprehensive insurance** A comprehensive insurance policy is more expensive than a third party insurance only policy because it provides cover for accidental damage to your own car in addition to the third party cover.

**Credit** An account 'in credit' means that there is money in it that is available to be spent. If you obtain goods or services 'on credit' it means that someone (for example, a bank or credit institution) has given you the money as a loan to make the purchase.

**Credit history / record** A record of loans you have taken out or credit card payments made or missed. This information is stored by credit reference agencies, which supply details of your credit score/rating to financial institutions when you take out further loans.

**Debit cards** A small plastic card used to buy things without using cash or a cheque; when paying in shops, shopping by phone or on the internet. When you make a payment or withdraw cash with your debit card, the money is taken straight out of your account electronically. You cannot borrow money on a debit card.

**Debtor** A person who owes money.

**Dividend** Money from a company's profits paid to people who have shares in the company. Most shares pay both an interim and a final dividend.

**Equity** The value of a property over the amount of the mortgage secured against it; if property prices go up, your equity increases. Negative equity is where the value of your property is less than the amount of the mortgage still to be paid off.

**Excess** Some insurance policies require you to pay an agreed amount of the cost of any damage if you make a claim. The insurer will then pay for anything more than this. Agreeing to a higher excess generally reduces premiums.

**Exclusion** These describe a possible event or circumstance not covered by an insurance policy. Almost all insurance policies have exclusions.

**Final salary pension** A pension where the amount you get is worked out on the basis of how much you earn in the last (or last few) years of service and your length of service.

**FSA** Financial Services Authority. The UK's financial watchdog which regulates how financial institutions are allowed to conduct their business.

**Gilts** Gilts are issued by the government to help fund its spending. It is a fairly secure way to invest your money. Also known as government bond.

**Gross** A total amount of money before any deductions, such as tax or National Insurance.

**Hire purchase (HP)** A way of paying for goods over time if you don't have all the money up front (often used for cars): an initial deposit is usually paid, followed by a series of regular payments to cover the balance and any interest over a fixed amount of time, the same as repaying a loan. You would not own the car until you have completed the hire purchase agreement.

**HMRC** Her Majesty's Revenue and Customs - the government department responsible for tax collection and benefit payments.

**Insurance cover** Insurance cover describes the situations you are insured against. For example, if you have a car you might have comprehensive cover or only be covered for third party, fire and theft.

**Key facts illustration** Gives the terms and conditions of a financial product such as a mortgage or pension in a standard format so that simple comparisons can be made between products.



**Life insurance** A type of insurance that pays out a lump sum to your family if you die. Some mortgage lenders oblige borrowers to have this kind of cover; the insurer will pay off the mortgage with a lump sum if you die. You can insure for more than the cost of the mortgage to make sure that your family has some additional funds to live off.

**Liquid assets** Possessions that can easily or quickly be converted into cash.

**Money purchase pension** A form of pension where your final pension depends on stock market performance. All personal pension plans operate in this way.

**Net** Indicates a sum of money from which certain deductions e.g. tax have already been taken away. Your net income is the total you earn minus any deductions for tax and National Insurance. Net worth is the overall value of all assets minus all liabilities.

**Occupational pension** A pension from a scheme set up by an employer, for example, a Teacher's Pension. Employees have to join the scheme to be eligible and may have to make contributions towards it. The scheme may pay a fraction of the final salary as a pension (calculated using the number of years worked) or build up a cash fund used to buy an annuity. An annuity is a special type of investment which can pay out a regular sum over the lifetime of the owner.

**Pension** An income paid out after someone retires. The government gives tax relief on money paid into a scheme designed to provide a pension. A pension is a 'locked box' form of savings because you cannot spend any money in the fund until you have reached a minimum age (often 50). You can often take part of the proceeds as a cash lump sum but the rest must be taken as income. There are different types of pension schemes; occupational, stakeholder, state and personal.

**Repayment mortgage** A repayment mortgage is a property loan, where regular payments pay off both the interest and a proportion of the original loan.

**Standing order** A method of paying regular amounts from your bank account automatically. You instruct your bank to pay the money to a particular person or company. It's your responsibility to change the payment if it needs to be altered.

**Tax code** This code tells your employer how much tax-free pay to give you each time you are paid. Your tax code is worked out from your tax allowances and other tax adjustments.

**For more details and more job descriptions visit [www.pfeq.org](http://www.pfeq.org)**



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### Marsh Ltd

Victoria House,  
Queens Road,  
Norwich, NR1 3QQ  
www.marsh.com  
uk.recruitment@marsh.co.uk  
01603 207792



### Alan Boswell Insurance Brokers and Independent Financial Services

Harbour House  
126 Thorpe Road  
Norwich, NR1 1UL  
recruitment@alanboswell.com  
01603 218000



### Aviva

Level 21  
St Helens  
London, EC3P 3DQ  
careers.aviva.co.uk  
myrecruitment@aviva.co.uk

### Swiss Re



### Swiss Re

46-48 Colegate,  
Norwich, NR3 1DD  
www.swissre.com  
01493 305101

# Personal Account Record

# Personal Account Record

PAID - September 2012

Sept	Description	£	p

RECEIVED - September 2012

Sept	Description	£	p

PAID - October 2012

Oct	Description	£	p

RECEIVED - October 2012

Oct	Description	£	p

PAID - November 2012

Nov	Description	£	p

RECEIVED - November 2012

Nov	Description	£	p

PAID - December 2012

Dec	Description	£	p

RECEIVED - December 2012

Dec	Description	£	p

PAID - May 2012

May	Description	£	p

RECEIVED - May 2012

May	Description	£	p

PAID - June 2012

Jun	Description	£	p

RECEIVED - June 2012

Jun	Description	£	p

PAID - July 2012

Jul	Description	£	p

RECEIVED - July 2012

Jul	Description	£	p

PAID - August 2012

Aug	Description	£	p

RECEIVED - August 2012

Aug	Description	£	p



# Welcome to the Fig Student Convention 2012

A talented workforce is critical to the future of financial services. We hope this Convention will show you that the sector in Norfolk offers the opportunity for a rewarding and exciting career.

When we launched the Convention in 2010 we expressed a hope that it would be the first of many.

Since then we have received such an enthusiastic response from both Schools and Employers that we have already begun planning next year's Convention.

**We are already taking bookings for next year. The 2013 Convention will take place on Tuesday 15th October. Book your place now for the 2013 event - you can register online at [www.fignorfolk.com](http://www.fignorfolk.com)**



## Fig Student Convention 2012

*You can use the following pages for notes when you speak to people you will be meeting at the Convention.*



**ALAN BOSWELL GROUP**  
Independent Insurance & Financial Advisers

**If you are looking for a challenge we are seeking ambitious individuals to support our continued growth.**

$f(x) = \int_0^{\infty} (acy) \cos yx + (bcy) \sin yx dy$   
 $acy = 1/P$   
 $b(y) = 1/P$   
 $f(x) = 1/P$

For more information visit [www.alanboswell.com](http://www.alanboswell.com)

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**With 300 years of insight.**

We're the world's sixth-largest insurance group and the biggest in the UK, with 36,000 employees serving around 53 million customers worldwide.

**[www.aviva.com](http://www.aviva.com)**

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## Foundation Degree in Business Management

The Bachelor of Arts Foundation Degree in Business Management at City College Norwich has been created as a Higher Education course designed to equip students with the skills, knowledge and understanding required for success in current and future employment in the business industries, such as financial services and allied sectors.

On completion of the Foundation Degree students will have:

- A good understanding of business and workplace operations, including how to set up programmes and manage them
- Experience in project management
- Experience in technology and software
- In-depth experience in academic performance
- Demonstrated ability to research independently to an Honours degree standard.

The course includes financial subjects such as Managing Financial Resources and Management Accounting and is based in the National Skills Academy for Financial Services at St Andrew's House.

For more information contact lecturer Mike Hall at [michael.hall@ccn.ac.uk](mailto:michael.hall@ccn.ac.uk)

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## A WORLD OF OPPORTUNITY



With 24,000 employees and annual revenues approaching US\$5 billion Marsh provides a plethora of insurance products and services for all sizes of organisations, and can offer many and exciting job opportunities. We aim to inspire everyone in the Company to continually develop themselves, learn new skills and explore fresh challenges, together with encouraging them to achieve appropriate professional qualifications.

If you believe you have what it takes to join our team please send your CV to: The HR department, Marsh Limited, Victoria House, Queens Road, Norwich NR1 3QQ or email [uk.recruitment@marsh.com](mailto:uk.recruitment@marsh.com)

Marsh is an equal opportunities employer and welcomes applications from all sections of the community.

In the United Kingdom, Marsh Ltd. is authorised and regulated by the Financial Services Authority for insurance mediation activities only.



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# Swiss Re



Swiss Re's Admin Re UK operation has in the region of 2,000 employees nationwide, 550 in Norwich and the remainder based at our other locations in Telford, Hitchin and London. Our Norwich office, which opened in October 2007 following a landmark agreement between Swiss Re and Aviva to administer circa 3 million policies on their behalf, has a Customer Contact Centre which handles around 100,000 calls per month as well as an Administration Department responding to some 38,000 requests per month.

**Admin Re®** is a key solution through which Swiss Re acquires closed blocks of in-force life and health insurance business, either through reinsurance or corporate acquisition, and typically assumes responsibility for administering the underlying policies. The administration of the business may be managed directly by Swiss Re or, where appropriate, in partnership with a third party. Admin Re® allows insurers to release capital and gain access to future profit streams from non-core portfolios.

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These are some of the events run by the Professional Institutes in Norfolk. The institutes welcome students and careers teachers to attend these events.

Places must be reserved in advance.

Event	Date and time	Location
<b>ACCOUNTANTS IN COMMERCE</b> Presented by KPMG & speakers from Industry	<b>6 November 2012</b> 9.00 – 17.00	Tattersall's Park Paddocks Newmarket CB8 9AY
<b>FIGHTING THROUGH – BUSINESS MOTIVATION</b> Presented by Paul Cheall	<b>6 November 2012</b> 12.30 – 13.45	National Skills Academy St Andrew's House St Andrew's Street Norwich NR2 4TP
<b>PMI EASTERN REGION AUTUMN SEMINAR</b>	<b>8 November 2012</b> 12.00 – 16.30 (Buffet lunch at noon)	Aviva – Sentinel House Surrey Street Norwich NR1 2UZ
<b>SHARE AND BUSINESS VALUATIONS</b> Presented by Jenny Nelder	<b>13 November 2012</b> 16.00 – 19.00	Park Farm Hotel Hetherest Norwich NR9 3DL
<b>ANTI – MONEY LAUNDERING</b> Shaun Grossey – Thinking about crime	<b>13 November 2012</b> 16.30 – 19.30	UEA SportsPark Earlham Road Norwich NR4 7TJ
<b>DEALING WITH DIFFICULT PEOPLE – Professional Networking Lunch</b> Presented by Steve Tullock from ACAS	<b>20 November 2012</b> 12.00 – 14.00	Vodka Revolution 6 Queen Street Norwich NR2 4TL

Please visit [www.norfolkprofessionalinstitutes.org](http://www.norfolkprofessionalinstitutes.org) for the latest information on these events.

For additional events please visit <http://www.fignorfolk.co.uk/content/seminars-and-events/>

Organising Institute	Contact and further information
<b>Institute of Chartered Accountants in England and Wales</b>	<a href="mailto:regions.bookings@icaew">regions.bookings@icaew</a> <a href="http://www.icaew.com/eastengland">www.icaew.com/eastengland</a> £100 plus VAT (lunch included)
<b>The Insurance Institute of Norwich</b>	Suzie Little 07738411820 <a href="http://www.localinstitutes.cii.co.uk/norwich">www.localinstitutes.cii.co.uk/norwich</a> FREE
<b>The Pensions Management Institute</b>	Susan Eldridge FREE (buffet lunch at noon)
<b>The Chartered Institute of Taxation</b>	£45
<b>Institute of Chartered Accountants in England &amp; Wales</b>	<a href="mailto:regions.bookings@icaew">regions.bookings@icaew</a> <a href="http://www.icaew.com/eastengland">www.icaew.com/eastengland</a> £50 plus VAT
<b>Association of Chartered Certified Accountants</b>	<a href="http://www.uk.accaglobal.com/nor">www.uk.accaglobal.com/nor</a> FREE

Event	Date and time	Location
<b>PENSIONS UPDATE</b>	<b>21 November 2012</b> 18.00 – 19.30	National Skills Academy St Andrew's House St Andrew's Street Norwich NR2 4TP
<b>INSURANCE – NUCLEAR RISKS</b> Presented by Alan Rickett – Northcourt	<b>4 December 2012</b> 12.30 – 13.45	National Skills Academy St Andrew's House St. Andrew's Street Norwich NR2 4TP
<b>CAROL SERVICE</b>	<b>19 December 2012</b> 12.30 – 13.45	St Peter Mancroft Church The Chantry Norwich NR2 1QZ
<b>CAPITAL ALLOWANCES PLANNING</b> Steven Bone	<b>9 January 2013</b> 16.00 – 19.00	Holiday Inn South Ipswich Road Norwich NR4 6EP
<b>ENGINEERING (CII EVENT)</b>	<b>15 January 2013</b> 12:30 – 13:45	National Skills Academy St. Andrew's House St. Andrew's Street Norwich NR2 4TP
<b>CURRENT RESIDENCE AND DOMICILE ISSUES</b> John Barnett	<b>19 February 2013</b> 16.00 – 19.00	Holiday Inn South Ipswich Road Norwich NR4 6EP
<b>ACCOUNTING STANDARDS UPDATE</b> Charles Gubbins – Kaplan Hawksmere	<b>19 February 2013</b> 18:00 – 20:30	National Skills Academy St Andrew's House St Andrew's Street Norwich NR2 4TP

Organising Institute	Contact and further information
<b>The Association of Accounting Technicians</b>	<b>FREE</b>
<b>The Insurance Institute of Norwich</b>	<b>Suzie Little</b> <b>07738 411820</b> <a href="http://www.localinstitutes.cii.co.uk/norwich">www.localinstitutes.cii.co.uk/norwich</a> <b>FREE</b>
<b>The Insurance Institute of Norwich</b>	<b>No need to book</b> <a href="http://www.localinstitutes.cii.co.uk/norwich">www.localinstitutes.cii.co.uk/norwich</a> <b>FREE</b>
<b>The Chartered Institute of Taxation</b>	<b>Stuart Wright</b> <b>01842 754166</b> <b>£45</b>
<b>The Insurance Institute of Norwich</b>	<b>Suzie Little</b> <b>07738 411820</b> <a href="http://www.localinstitutes.cii.co.uk/norwich">www.localinstitutes.cii.co.uk/norwich</a> <b>FREE</b>
<b>The Chartered Institute of Taxation</b>	<b>Stuart Wright</b> <b>01842 754166</b> <b>£45</b>
<b>Association of Chartered Certified Accountants</b>	<a href="http://www.uk.accaglobal.com/nor">www.uk.accaglobal.com/nor</a> <b>FREE</b>

Event	Date and time	Location
<b>VAT UPDATE</b> Mike Stead – Kaplan Hawksmere	<b>23 February 2013</b> 9:30 – 12:00	National Skills Academy St. Andrew's House St. Andrew's Street Norwich NR2 4TP
<b>VAT ON LAND AND PROPERTY</b> Neil Warren	<b>12 March 2013</b> 14.00 – 17.00	Norfolk Snowsports Club Whittingham Lane Trowse Norwich NR14 8TW
<b>ANNUAL ACCOUNTING UPDATE</b> Charles Gubbins – Kaplan Hawksmere	<b>16 April 2013</b> 9:30 – 17:00	UEA Sportspark Earlham Road Norwich NR4 7TJ
<b>CII ANNUAL GENERAL MEETING</b>	<b>16 April 2013</b> 17:30 – 20:30	Marsh Ltd Victoria House Queens Road Norwich NR1 3QQ
<b>BUDGET UPDATE – FOLLOWED BY AGM</b> Roger Jones – Larking Gowen	<b>17 April 2013</b> 18:00 – 20:30	National Skills Academy St. Andrew's House St. Andrew's Street Norwich NR2 4TP
<b>CIOT DAY CONFERENCE AND BRANCH AGM</b> Giles Mooney	<b>1 May 2013</b> 9.00 – 17.00	John Innes Centre Norwich Research Park Colney Norwich NR4 7UH
<b>ANNUAL TAX SEMINAR</b> Marion Hodgkiss – Kaplan Hawksmere	<b>8 May 2013</b> 9:30 – 17:00	UEA Sportspark Earlham Road Norwich NR4 7TJ

Organising Institute	Contact and further information
<b>The Association of Accounting Technicians</b>	<b>FREE</b>
<b>The Chartered Institute of Taxation</b>	<b>Stuart Wright</b> 01842 754166 £45
<b>ICAEW</b>	<b>01223 654686</b> regions.bookings@icaew www.icaew.com/eastengland £110 (+VAT)
<b>The Insurance Institute of Norwich</b>	<b>Suzie Little</b> 07738 411820 www.localinstitutes.cii.co.uk/norwich
<b>Association of Chartered Certified Accountants</b>	<b>www.uk.accaglobal.com/nor</b> <b>FREE</b>
<b>The Chartered Institute of Taxation</b>	<b>Stuart Wright</b> 01842 754166 £115
<b>ICAEW</b>	<b>01223 654686</b> regions.bookings@icaew www.icaew.com/eastengland £110 (+VAT)

Event	Date and time	Location
<b>EASCA ANNUAL CHARITY DINNER</b>	<b>17 May 2013</b> 19:00	Ickworth House, West Wing Horringer Bury St. Edmunds IP29 5QA
<b>INHERITANCE TAX AND TRUSTS</b> <b>Chris Whitehouse</b>	<b>21 May 2013</b> 14.00 – 17.00	Park Farm Hotel Hethersett Norwich NR9 3DL
<b>CV WRITING</b> <b>Riva Huthinson – Hays</b>	<b>29 May 2013</b> 18:00 – 19:30	National Skills Academy St. Andrew's House St. Andrew's Street Norwich NR2 4TP

Organising Institute	Contact and further information
<b>ICAEW</b>	<b>01223 654686</b> <b>regions.bookings@icaew</b> <b>www.icaew.com/eastengland</b> <b>£TBC</b>
<b>CIOT joint meeting with STEP</b>	<b>Stuart Wright</b> <b>01842 754166</b> <b>£45</b>
<b>The Association of Accounting Technicians</b>	<b>Free</b>





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## Fig Student Convention 2013

Next year's Fig Student Convention will take place on Tuesday 15 October 2013.

For full details visit [www.fignorfolk.com](http://www.fignorfolk.com) where schools and businesses can book their place now.



### Transforming Education in Norfolk (TEN Group)

The TEN Group is a partnership of educational institutions in Norfolk, joining forces in a federation which strengthens learning opportunities for students, teachers and the local community.

The TEN Group has come together as a 'family' of organisations which have agreed to work together with aligned principles and objectives. Its founder members are:



Opening as an academy in 2009, City Academy has already achieved outstanding success. Having completed a total reconstruction of its buildings in 2012, City Academy continues to build in confidence and has a strong commitment to academic achievement.



City College Norwich is a leading provider of further and higher education in the region, with 14,000 students (including around 1,400 higher education students). The College has six National Skills Academies, in creative and cultural skills, enterprise, financial services, hospitality, manufacturing and retail. City College Norwich is at the heart of the Gazelle drive to transform further education through entrepreneurship, opening its innovative StartUp Lounge in February 2012.



Previously a Technology Specialist College, Wayland Academy Norfolk is an increasingly popular and successful Academy. Wayland Academy Norfolk is the founding member of Norfolk Academies, a brand new Trust which will grow to incorporate other academies in the future.

The founder institutions within TEN Group are delighted to be supporting the 2012 Financial Industry Group Student Convention, extending the established and successful partnership between City College Norwich, the National Skills Academy for Financial Services and Fig.

