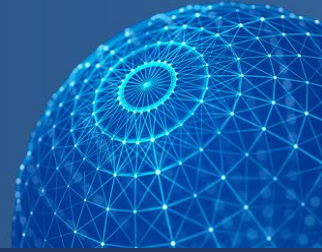




# Updating ANZSCO

Reflecting a modern Australian labour market



Financial and  
insurance services

ANZSCO Comprehensive Review

Australian Bureau of Statistics

17/6/2024

## ANZSCO [Preliminary] Proposed Changes

Version 2.0



# Updating ANZSCO

Reflecting a modern Australian labour market



## Essential Notes

The Australian and New Zealand Statistical Classification of Occupations (ANZSCO) describes all occupations for the Australian and New Zealand labour market.

The ABS has undertaken a comprehensive review of the Australian and New Zealand Standard Classification of Occupations (ANZSCO) to reflect the contemporary labour market and better meet stakeholders' needs. Public consultation rounds were held across 2023, with each round targeting selected occupations grouped by focus area.

Statistics New Zealand (Stats NZ) have elected not to participate in the current review and therefore occupation changes have only been considered in respect of the Australian labour market.

## Updates to document

This document has been updated based on stakeholder feedback and further research. Minor updates have been made to a handful of occupations. The format of the document has also been updated to improve usability based on feedback received. A preliminary proposed changes document has been created for each of the 43 focus areas. Focus areas were designed to group occupations for consultation purposes only and will not be present in the classification structure.

The preliminary proposed changes presented do not include the full scope of not elsewhere classified categories (nec). Exclusion statements are incomplete and do not reference specific occupation locations within the classification. Outstanding nec categories, exclusion statements and final tweaks to occupations are currently being finalised in preparation for the release of the draft proposed classification in July on the ABS website. The July release will provide users with an opportunity to provide feedback on the structure of the proposed changes, before finalising the update for release by December 2024. These preliminary proposed changes documents are for information only.

## Task lists

ABS recognises the potential of Artificial Intelligence (AI) to enhance our operations and efficiency. To this end, we have employed AI to assist in the creation of initial task lists. However, human experts are responsible for the final content, and AI serves as a tool, not a decision-maker. We value stakeholder input and incorporate it into our editing process placing importance on stakeholder submissions and other relevant research contributions.

Learn more about ANZSCO and the review at [Updating ANZSCO | Australian Bureau of Statistics \(abs.gov.au\)](https://abs.gov.au/anzsco)

## Occupations in the Financial and insurance services focus area include:

149914 Financial Institution Branch Manager .....	5
222111 Commodities Trader .....	6
222112 Finance Broker .....	7
222113 Insurance Broker .....	8
222211 Financial Market Dealer .....	9
222212 Futures Trader .....	10
222213 Stockbroking Dealer .....	11
222299 Financial Dealers nec.....	12
222311 Financial Investment Adviser .....	13
222312 Financial Investment Manager .....	14
224111 Actuary.....	15
552111 Bank Worker.....	16
552211 Credit or Loans Officer (Aus) / Finance Clerk (NZ) .....	17
552312 Insurance Consultant .....	18
552313 Money Market Clerk.....	19
552314 Statistical Clerk .....	20
599311 Debt Collector.....	21
599611 Insurance Investigator .....	22
599612 Insurance Loss Adjuster.....	23
599613 Insurance Risk Surveyor.....	24
611211 Insurance Agent.....	25



## About the focus area

The Financial and insurance services focus area covers occupations which require specialised knowledge and skills to:

- arrange home loan mortgages, car and personal loans, debtor finance, refinancing and other types of finance for clients through banks, lenders, financiers, and insurance companies
- review, check, verify and issue documentation relating to onboarding clients, client information, transactions and client instructions
- analyse the value of companies, examines financial models and reviews financial research
- set financial objectives and develops and implements strategies for achieving the financial objectives
- provide customer service, identify customer needs and respond to customer inquiries on banking products, policies and services
- facilitate the trading of commodities and arrange insurance and loans of money on behalf of clients
- collect forms of debt for clients and formalise payment arrangements
- conduct investigations into insurance claims.

## Summary of consultation

Stakeholder feedback identify key areas where updates were required, particularly to titles and descriptions. Feedback also assisted to identify emerging occupations, and in turn accurately represent the evolving financial and insurance services workforce.

Stakeholder expertise was essential in refining the language used in the classification. This has ensured alignment with industry-specific requirements, especially in areas such as regulation, registration and licensing, and the provision of independent advice.

## 149914 Financial Institution Branch Manager

<b>Existing</b>	<b>Proposed</b>
<p>149914 Financial Institution Branch Manager</p> <p>Organises and controls the general operational activities of a branch of a bank, building society, credit union or similar financial institution.</p> <p>Skill Level: 2</p> <p>Specialisations:</p> <ul style="list-style-type: none"><li>• Bank Manager</li><li>• Credit Union Manager</li></ul>	<p>149914 Financial Institution Manager</p> <p>Organises and controls the general operational activities of a branch of a bank, building society, credit union or similar financial institution.</p> <p>Skill Level: 2</p> <p>Main Tasks:</p> <ul style="list-style-type: none"><li>• Develops and implements business plans, budgets, policies and procedures</li><li>• Oversees operational functions and provides solutions to operational issues</li><li>• Implements displays and promotes branch functions and business development</li><li>• Manages product offerings and client applications</li><li>• Deals with customer inquiries to provide quotes and advice, and handles complaints</li><li>• Ensures that funds balance at the close of business</li><li>• Oversees preparation of financial reporting and branch progress reports</li></ul> <p>Specialisations:</p> <ul style="list-style-type: none"><li>• Bank Manager</li><li>• Credit Union Manager</li></ul>

## 222111 Commodities Trader

<b>Existing</b>	<b>Proposed</b>
<p>222111 Commodities Trader</p> <p>Alternative Title:</p> <ul style="list-style-type: none"><li>• Commodities Broker</li></ul> <p>Operates as an independent agent to bring together buyers and sellers of commodities, negotiates private sales and arranges sales through established market places.</p> <p>Skill Level: 2</p> <p>Specialisations:</p> <ul style="list-style-type: none"><li>• Energy Trader</li><li>• Grain Buyer</li><li>• Livestock Trader</li><li>• Media Buyer</li><li>• Water Broker/Trader</li><li>• Wool Broker</li></ul>	<p>222111 Commodities Trader</p> <p>Alternative Title:</p> <ul style="list-style-type: none"><li>• Commodities Broker</li></ul> <p>Operates as an independent agent to bring together buyers and sellers of commodities, negotiates private sales and arranges sales through established marketplaces.</p> <p>Skill Level: 2</p> <p>Main Tasks:</p> <ul style="list-style-type: none"><li>• Monitors commodity prices, trends and other factors affecting the supply and demand of commodities</li><li>• Negotiates the purchase and sale of commodities such as grain, wool, minerals and metals</li><li>• Initiates, negotiates and agrees on terms of commodity purchases and sales contracts</li><li>• Determines supply and demand, surveys market conditions and analyses other economic forces in order to establish a market position</li></ul> <p>Specialisations:</p> <ul style="list-style-type: none"><li>• Energy Trader</li><li>• Grain Buyer</li><li>• Livestock Trader</li><li>• Media Buyer</li><li>• Water Broker/Trader</li><li>• Wool Broker</li></ul>

## 222112 Finance Broker

<b>Existing</b>	<b>Proposed</b>
<p>222112 Finance Broker</p> <p>Operates as an independent agent in the course of financial negotiations and arranges loans of money on behalf of clients.</p> <p>Registration or licensing is required.</p> <p>Skill Level: 2</p> <p>Specialisations:</p> <ul style="list-style-type: none"><li>• Lease Broker</li><li>• Mortgage Broker</li></ul>	<p>222112 Finance Broker</p> <p>Operates as an intermediary to perform finance negotiations and arranges loans of money on behalf of clients.</p> <p>Registration or licensing is required.</p> <p>Skill Level: 2</p> <p>Main Tasks:</p> <ul style="list-style-type: none"><li>• Brokers complex and commercial leases, equipment finance, commercial finance, project finance and finance for property developers</li><li>• Arranges home loan mortgages, car and personal loans, debtor finance, refinancing and other types of finance for clients through banks, lenders, financiers, and insurance companies</li><li>• Assists with the application process and negotiates with lenders on behalf of clients</li><li>• Determines the specific financial requirements of clients, and researches and reviews available finance products for suitability to meet clients' requirements</li><li>• Analyses clients' financial status, discusses financial options and develops financial strategies</li><li>• Prepares documents which set out the conditions of finance, repayments and loan periods</li></ul> <p>Specialisations:</p> <ul style="list-style-type: none"><li>• Asset Finance Broker</li><li>• Commercial Finance Broker</li><li>• Mortgage Broker</li></ul>

## 222113 Insurance Broker

<b>Existing</b>	<b>Proposed</b>
<p>222113 Insurance Broker</p> <p>Operates as an independent agent to sell life, fire, accident, industrial or other forms of insurance for a range of insurance companies.</p> <p>Registration or licensing is required.</p> <p>Skill Level: 2</p>	<p>222113 Insurance Broker</p> <p>Provides advice on policies for life, fire, accident, health, industrial or other forms of insurance for a range of insurance companies.</p> <p>Registration or licensing is required.</p> <p>Skill Level: 2</p> <p>Main Tasks:</p> <ul style="list-style-type: none"><li>• Interviews prospective clients to explain insurance policy conditions, risks covered, premium rates and benefits, and to makes recommendations on the amount and type of cover</li><li>• Determines the specific insurance requirements of clients and researches and reviews available insurance products for suitability to meet clients' requirements</li><li>• Arranges insurance for clients through insurance companies</li><li>• Identifies and advises on significant risk changes to clients' insurance</li></ul>



## 222211 Financial Market Dealer

<b>Existing</b>	<b>Proposed</b>
<p>222211 Financial Market Dealer</p> <p>Alternative Title:</p> <ul style="list-style-type: none"><li>• Money Market Dealer</li></ul> <p>Buys and sells securities within financial markets, and trades and distributes financial securities on behalf of financial institutions.</p> <p>Registration or licensing is required.</p> <p>Skill Level:</p> <ul style="list-style-type: none"><li>• 1 Australia</li><li>• 2 New Zealand</li></ul> <p>Specialisations:</p> <ul style="list-style-type: none"><li>• Derivatives Trader</li><li>• Fixed Interest Dealer</li><li>• Foreign Exchange Dealer</li><li>• Securities Dealer</li></ul>	<p>222214 Financial Market Dealer</p> <p>Buys and sells financial instruments within financial markets, and trades and distributes financial instruments on behalf of financial institutions.</p> <p>Registration or licensing is required.</p> <p>Skill Level:</p> <ul style="list-style-type: none"><li>• 1 Australia</li><li>• 2 New Zealand</li></ul> <p>Main Tasks:</p> <ul style="list-style-type: none"><li>• Obtains information on securities, bonds, derivatives, market conditions, government regulations and financial circumstances of clients</li><li>• Interprets data from reports, financial periodicals and stock-quotation viewer screens</li><li>• Analyses financial markets and financial market products</li><li>• Executes investment orders by buying and selling securities, bonds, treasury bills, and other financial instruments for investors, fund managers or financial institutions</li><li>• Monitors futures prices and market changes, and bids for commodity futures contracts</li></ul> <p>Specialisations:</p> <ul style="list-style-type: none"><li>• Derivatives Trader</li><li>• Foreign Exchange Dealer</li><li>• Futures Trader</li></ul>

## 222212 Futures Trader

<b>Existing</b>	<b>Proposed</b>
<p>222212 Futures Trader</p> <p>Buys and sells commodity futures on behalf of clients.</p> <p>Registration or licensing is required.</p> <p>Skill Level:</p> <ul style="list-style-type: none"><li>• 1 Australia</li><li>• 2 New Zealand</li></ul>	<p>Retire occupation and merge residual with proposed occupation; 222214 Financial Market Dealer.</p>

## 222213 Stockbroking Dealer

Existing	Proposed	
<p>222213 Stockbroking Dealer</p> <p>Alternative Titles:</p> <ul style="list-style-type: none"> <li>• Sharebroker</li> <li>• Stockbroker</li> </ul> <p>Buys and sells stocks and bonds on behalf of clients.</p> <p>Registration or licensing is required.</p> <p>Skill Level:</p> <ul style="list-style-type: none"> <li>• 1 Australia</li> <li>• 2 New Zealand</li> </ul> <p>Specialisation:</p> <ul style="list-style-type: none"> <li>• Trading Floor Operator (Stock Exchange)</li> </ul>	<p>222215 Stockbroker</p> <p>Alternative Title:</p> <ul style="list-style-type: none"> <li>• Sharebroker</li> </ul> <p>Buys and sell stocks and bonds on behalf of clients.</p> <p>Registration or licensing is required.</p> <p>Skill Level:</p> <ul style="list-style-type: none"> <li>• 1 Australia</li> <li>• 2 New Zealand</li> </ul> <p>Main Tasks:</p> <ul style="list-style-type: none"> <li>• Interprets data from securities reports, financial reports and stock-quotation viewer screens</li> <li>• Monitors stock prices and market changes</li> <li>• Provides information and trading advice to clients on equities and bonds</li> <li>• Executes, records and transmits buy and sell orders on behalf of clients</li> <li>• Relays trading information to clients such as market conditions, bid and cost prices, number of shares bought and sold</li> </ul>	<p>222313 Capital Markets Specialist</p> <p>Creates, reviews and implements strategies to raise capital for clients.</p> <p>Registration or licensing is required.</p> <p>Skill Level:</p> <ul style="list-style-type: none"> <li>• 1 Australia</li> <li>• 2 New Zealand</li> </ul> <p>Main Tasks:</p> <ul style="list-style-type: none"> <li>• Provides strategic advice to companies to raise capital through capital market events and debt advisory transactions</li> <li>• Analyses the value of companies, examines financial models and reviews financial research</li> <li>• Negotiates and structures deals for mergers and acquisitions</li> <li>• Implements and executes strategies, and guides clients through initial public offerings, divestments, issuing and selling of securities and other events</li> </ul>

## 222299 Financial Dealers nec

Existing	Proposed		
<p>222299 Financial Dealers nec</p> <p>This occupation group covers Financial Dealers not elsewhere classified.</p> <p>Registration or licensing is required.</p> <p>Skill Level:</p> <ul style="list-style-type: none"> <li>• 1 Australia</li> <li>• 2 New Zealand</li> </ul> <p>Occupations in this group include:</p> <ul style="list-style-type: none"> <li>• Equities Analyst</li> </ul>	<p>222216 Credit Risk Manager</p> <p>Identifies, assesses and manages risk associated with the credit activities of an organisation to minimise potential losses.</p> <p>Credit or Loan Officers (Aus) / Finance Clerks (NZ) are excluded from this occupation.</p> <p>Skill Level: 1</p> <p>Main Tasks:</p> <ul style="list-style-type: none"> <li>• Assesses credit risk within an organisation and makes recommendations on the management of identified risks</li> <li>• Reviews and recommends updates to existing credit risk policies and procedures</li> <li>• Monitors client portfolios to identify, avoid and manage changes that create risk and ensure compliance with existing credit and risk policies</li> <li>• Manages, tests and improves automated credit risk tools</li> <li>• Analyses and provides feedback to credit risk analysis teams on their work on credit applications</li> </ul>	<p>222217 Investment Analyst</p> <p>Collects and analyses information such as market trends, financial statements, economic factors and regulatory changes to identify investment opportunities for an organisation.</p> <p>Skill Level: 1</p> <p>Main Tasks:</p> <ul style="list-style-type: none"> <li>• Collects and analyses financial data, market trends and earlier investment decisions of the organisation to identify new investment opportunities</li> <li>• Completes investment analysis and research on companies, portfolios, equities, debt and managed funds</li> <li>• Develops and maintains financial models to evaluate the feasibility and profitability of investment opportunities</li> <li>• Monitors and evaluates market and investment performance, identifies areas for improvement and proposes strategies to optimise returns</li> <li>• Prepares investment reports and recommendations for senior management, advisers, brokers and investors</li> </ul> <p>Specialisation:</p> <ul style="list-style-type: none"> <li>• Equity Analyst</li> </ul>	<p>222299 Financial Dealers nec</p> <p>This occupation comprises Financial Dealers not elsewhere classified.</p> <p>Registration or licensing is required.</p> <p>Skill Level:</p> <ul style="list-style-type: none"> <li>• 1 Australia</li> <li>• 2 New Zealand</li> </ul>

## 222311 Financial Investment Adviser

<b>Existing</b>	<b>Proposed</b>
<p>222311 Financial Investment Adviser</p> <p>Alternative Title:</p> <ul style="list-style-type: none"><li>• Financial Planning Adviser</li></ul> <p>Develops and implements financial plans for individuals or organisations, and advises on investment strategies and their taxation implications, securities, insurance, pension plans and real estate.</p> <p>Registration or licensing is required.</p> <p>Skill Level:</p> <ul style="list-style-type: none"><li>• 1 Australia</li><li>• 2 New Zealand</li></ul>	<p>222311 Financial Adviser</p> <p>Alternative Title:</p> <ul style="list-style-type: none"><li>• Financial Planner</li></ul> <p>Develops, prepares and implements financial plans and investment strategies for individuals or organisations, and advises on investment strategies, cash management, insurance, retirement and estate planning, real estate and wealth management.</p> <p>Registration or licensing is required.</p> <p>Skill Level:</p> <ul style="list-style-type: none"><li>• 1 Australia</li><li>• 2 New Zealand</li></ul> <p>Main Tasks:</p> <ul style="list-style-type: none"><li>• Interviews prospective clients to determine financial status and objectives, discuss financial options and develop financial plans and investment strategies</li><li>• Sets financial objectives, and develops and implements strategies for achieving the financial objectives</li><li>• Monitors investment performance, and reviews and revises financial plans and investment strategies based on modified needs and changes in markets</li><li>• Arranges to buy and sell financial products for clients</li><li>• May refer clients to other organisations to obtain services outlined in financial plans, such as welfare entitlements, superannuation and aged care arrangements</li></ul>

## 222312 Financial Investment Manager

<b>Existing</b>	<b>Proposed</b>
<p>222312 Financial Investment Manager</p> <p>Alternative Title:</p> <ul style="list-style-type: none"><li>• Portfolio Manager</li></ul> <p>Invests and manages sums of money and assets on behalf of others over an agreed period of time, in order to generate income and profit.</p> <p>Registration or licensing is required.</p> <p>Skill Level:</p> <ul style="list-style-type: none"><li>• 1 Australia</li><li>• 2 New Zealand</li></ul> <p>Specialisations:</p> <ul style="list-style-type: none"><li>• Superannuation Funds Manager</li><li>• Unit Trust Manager</li></ul>	<p>222312 Investment Manager</p> <p>Alternative Titles:</p> <ul style="list-style-type: none"><li>• Financial Asset Manager</li><li>• Fund Manager</li><li>• Portfolio Manager</li></ul> <p>Manages investment portfolios, funds and trusts on behalf of individuals, institutions or other entities, in order to generate returns, meet investment objectives and risk profiles over agreed periods of time.</p> <p>Registration or licensing is required.</p> <p>Skill Level:</p> <ul style="list-style-type: none"><li>• 1 Australia</li><li>• 2 New Zealand</li></ul> <p>Main Tasks:</p> <ul style="list-style-type: none"><li>• Develops and executes investment plans to achieve investment goals</li><li>• Monitors investment performance, and adjusts strategies based on modified needs and market conditions</li><li>• Conducts research and analysis to identify investment opportunities, makes investment decisions and manages associated risks</li><li>• Manages funds raised from personal superannuation savings policies, unit trusts and other sources of funds</li><li>• Assists in meeting superannuation compliance requirements, relevant laws, regulations and fund policies</li><li>• Provides reporting on investment performance, financial, accounting and budgeting information</li></ul> <p>Specialisations:</p> <ul style="list-style-type: none"><li>• Superannuation Funds Manager</li><li>• Unit Trust Manager</li></ul>

<b>Existing</b>	<b>Proposed</b>
<p>224111 Actuary</p> <p>Analyses mathematical, statistical, demographic, financial or economic data to predict and assess the long-term risk involved in financial decisions and planning.</p> <p>Registration or licensing is required.</p> <p>Skill Level: 1</p>	<p>224111 Actuary</p> <p>Analyses mathematical, statistical, demographic, financial or economic data to predict and assess long-term risks and potential impacts of future events.</p> <p>Registration or licensing is required.</p> <p>Skill Level: 1</p> <p>Main Tasks:</p> <ul style="list-style-type: none"><li>• Applies and examines complex models to forecast future events that may have financial, social or environmental impacts</li><li>• Analyses data to identify opportunities to improve outcomes for companies, government, society and other organisations</li><li>• Formulates and proposes strategies to mitigate risks and uncertainties</li><li>• Designs policies, assesses risk and analyses investments primarily in life insurance, superannuation, health insurance, friendly societies and financial markets</li><li>• Ensures compliance with applicable laws, regulations and an ethical code of conduct</li></ul>

## 552111 Bank Worker

<b>Existing</b>	<b>Proposed</b>
<p>552111 Bank Worker</p> <p>Receives deposits and pays out money in a financial or commercial institution, keeps records of transactions, issues receipts and cashes cheques.</p> <p>Skill Level: 3</p>	<p>552111 Bank Officer</p> <p>Performs a range of duties for a bank, building society, credit union or other financial institution in person, over the phone or online, including customer service, cash reconciliations, loans and other services.</p> <p>Skill Level: 3</p> <p>Main Tasks:</p> <ul style="list-style-type: none"><li>• Identifies customer needs and responds to customer inquiries on banking products, policies and services</li><li>• Assists customers with opening and closing accounts, updating account information, preparing documentation and online banking</li><li>• Ensure customers forms are filled in correctly, and checks customer identification documents</li><li>• Verifies records and receipts, reconciles cash balances and identifies unusual transactions and behaviour</li><li>• Processes applications and payments of loan and mortgages, credit cards, term deposits, saving accounts, international money transfers</li><li>• Explains and promotes bank services and products to customers and refers them to appropriate financial services</li></ul> <p>Specialisations:</p> <ul style="list-style-type: none"><li>• Bank Teller</li><li>• Personal Banker</li></ul>



552211 Credit or Loans Officer (Aus) / Finance Clerk (NZ)

<b>Existing</b>	<b>Proposed</b>
<p>552211 Credit or Loans Officer (Aus) / Finance Clerk (NZ)</p> <p>Alternative Titles:</p> <ul style="list-style-type: none"><li>• Lending Consultant</li><li>• Loans Consultant</li><li>• Loans Officer</li></ul> <p>Analyses, evaluates and processes credit and loan applications. May work in a call centre.</p> <p>Skill Level: 3</p>	<p>552211 Credit or Loans Officer (Aus) / Finance Clerk (NZ)</p> <p>Alternative Titles:</p> <ul style="list-style-type: none"><li>• Credit Analyst</li><li>• Lending Consultant</li><li>• Loans Consultant</li><li>• Loans Officer</li></ul> <p>Analyses, evaluates and processes credit and loan applications. May work in a call centre.</p> <p>Skill Level: 3</p> <p>Main Tasks:</p> <ul style="list-style-type: none"><li>• Analyses information about customers and examines references, credit ratings, investment risks, pay slips and other information against predetermined policy standards</li><li>• Contacts financial and credit institutions to obtain information about customers</li><li>• Prepares papers setting out conditions of credit and loans, rates of repayments and loan periods, and provides information about customers' standing to financial and credit institutions</li><li>• Authorises the approval of credit and loan applications and recommends credit and loan conditions and limits</li><li>• Keeps records of payments and prepares routine letters requesting payment for overdue accounts and forwards these for legal action</li><li>• Answers inquiries concerning credit standing of customers, loan balances and penalties</li><li>• May recommend, approve and arrange mortgages</li></ul>

## 552312 Insurance Consultant

<b>Existing</b>	<b>Proposed</b>
<p>552312 Insurance Consultant</p> <p>Alternative Title:</p> <ul style="list-style-type: none"><li>• Insurance Clerk</li></ul> <p>Prepares and checks documentation associated with insurance. May work in a call centre.</p> <p>Skill Level: 4</p> <p>Specialisations:</p> <ul style="list-style-type: none"><li>• Health Insurance Assessor</li><li>• Superannuation Clerk</li></ul>	<p>552312 Insurance Consultant</p> <p>Alternative Titles:</p> <ul style="list-style-type: none"><li>• Claims Consultant</li><li>• Insurance Clerk</li></ul> <p>Prepares and checks documentation associated with a variety of insurance products. May work in a call centre.</p> <p>Skill Level: 4</p> <p>Main Tasks:</p> <ul style="list-style-type: none"><li>• Assists customers to make informed decisions by explaining the features and benefits of various insurance products</li><li>• Processes insurance applications, adjustments to insurance cover, standard endorsements and insurance claims</li><li>• Liaises with key internal and external stakeholders in obtaining necessary information relating to insurance variations</li></ul>

## 552313 Money Market Clerk

Existing	Proposed	
<p>552313 Money Market Clerk</p> <p>Alternative Titles:</p> <ul style="list-style-type: none"> <li>• Scrip Clerk (Stockbroking)</li> <li>• Securities Clerk</li> </ul> <p>Processes documentation and maintains records of securities and transactions and registrations.</p> <p>Skill Level: 4</p>	<p>552315 Investment Administrator</p> <p>Alternative Titles:</p> <ul style="list-style-type: none"> <li>• Investment Operations Analyst</li> <li>• Investment Portfolio Administrator</li> </ul> <p>Processes and analyses documentation and maintains records of client accounts, investments, securities, transactions and registrations.</p> <p>Skill Level: 2</p> <p>Main Tasks:</p> <ul style="list-style-type: none"> <li>• Reviews, checks, verifies and issues documentation relating to onboarding clients, client information, transactions and client instructions</li> <li>• Uses various operating and database systems to input, assess, reconcile, manipulate and output information</li> <li>• Processes, calculates and allocates commissions, distributions, dividends, rebates and other financial transactions</li> <li>• Investigates and responds to client and adviser queries</li> <li>• May complete asset transfers, bookings, corporate actions, portfolio reconciliations, client reporting and settlements</li> </ul> <p>Specialisations:</p> <ul style="list-style-type: none"> <li>• Fund Administrator</li> <li>• Settlements Officer (Financial)</li> </ul>	<p>552316 Paraplanner</p> <p>Alternative Titles:</p> <ul style="list-style-type: none"> <li>• Financial Adviser Assistant</li> <li>• Financial Planning Assistant</li> </ul> <p>Provides administrative and client services assistance and performs financial planning and analysis for financial advisers and planners.</p> <p>Skill Level: 2</p> <p>Main Tasks:</p> <ul style="list-style-type: none"> <li>• Assists with financial advice strategy development and the preparation of legally compliant advice documents</li> <li>• Uses financial planning software programs and maintains client records</li> <li>• Researches, compares, sources quotes and selects appropriate financial products</li> <li>• May develop financial projections and modelling of client circumstances</li> <li>• May coordinate and take notes in client meetings, and respond to client queries</li> </ul>

## 552314 Statistical Clerk

Existing	Proposed
<p>552314 Statistical Clerk</p> <p>Compiles data and undertakes statistical and actuarial computations.</p> <p>Skill Level: 4</p> <p>Specialisation:</p> <ul style="list-style-type: none"><li>• Actuarial Clerk</li></ul>	<p>Retire occupation and merge residual with proposed occupation; 599999 Clerical and Administrative Workers nec.</p>

## 599311 Debt Collector

### Existing

599311 Debt Collector

Alternative Titles:

- Debt Recovery Officer
- Mercantile Agent

Collects consumer, commercial, insurance and other forms of debt for clients, makes arrangements to settle overdue accounts, formalises payment arrangements and follow up until accounts are fully paid.

Registration or licensing may be required.

Skill Level: 4

Specialisations:

- Collection Agent
- Collection Officer
- Repossession Agent

### Proposed

599311 Debt Collector

Alternative Title:

- Debt Recovery Officer

Collects consumer, commercial, insurance and other forms of debt for clients, makes arrangements to settle overdue accounts, formalises payment arrangements and follow up until accounts are fully paid.

Registration or licensing may be required.

Skill Level: 4

Main Tasks:

- Liaises with clients, credit staff, accounts receivable departments, process servers, private investigators, barristers, solicitors, trustees, liquidators and other insolvency professionals to find solutions to payment problems
- Identifies, locates and notifies debtors of overdue accounts in writing, by telephone and in person, and arranges for payments to be made
- Traces addresses of debtors who have moved
- Arranges new repayment plans for debtors having difficulties making existing repayments, including identifying and assisting customers experiencing financial hardship
- Refers debtors' disputes to creditors
- Issues instructions for the commencement of legal action and enforcement to recover money
- Arranges for money and goods collected to be transferred to creditors and prepares statements of account for creditors
- Records amounts collected and notes any further action required, including identifying and reporting suspicious matters under legislation
- Maintains accurate and compliant records for overdue accounts under collection, ensuring all relevant debtor information is obtained, verified and updated

Specialisation:

- Collections Officer

## 599611 Insurance Investigator

<b>Existing</b>	<b>Proposed</b>
<p>599611 Insurance Investigator</p> <p>Conducts investigations into insurance claims to ensure their validity.</p> <p>Registration or licensing is required.</p> <p>Skill Level: 3</p>	<p>599611 Insurance Investigator</p> <p>Conducts investigations into insurance claims to ensure their validity.</p> <p>Registration or licensing is required.</p> <p>Skill Level: 3</p> <p>Main Tasks:</p> <ul style="list-style-type: none"><li>• Examines scenes of incidents resulting in insurance claims, to determine causes and effects</li><li>• Conducts interviews to assess the validity of claims and identify the parties responsible for accidents, damage and loss, and prepare statements and reports</li><li>• Inspects damaged buildings, equipment and motor vehicles</li><li>• Interprets policy coverage and determines if coverage applies to claims submitted</li></ul>

## 599612 Insurance Loss Adjuster

<b>Existing</b>	<b>Proposed</b>
<p>599612 Insurance Loss Adjuster</p> <p>Alternative Title:</p> <ul style="list-style-type: none"><li>• Insurance Loss Assessor</li></ul> <p>Inspects and assesses the damage and loss to insured property and business, estimates insurance costs, and acts to minimise the cost of claims to an insurance company.</p> <p>Skill Level: 3</p>	<p>599612 Insurance Loss Adjuster</p> <p>Alternative Titles:</p> <ul style="list-style-type: none"><li>• Insurance Assessor</li><li>• Insurance Loss Assessor</li></ul> <p>Inspects and assesses the damage and loss to insured property and business, estimates insurance costs, and acts to minimise the cost of claims to an insurance company.</p> <p>Skill Level: 3</p> <p>Main Tasks:</p> <ul style="list-style-type: none"><li>• Examines scenes of accidents resulting in insurance claims to determine causes and effects</li><li>• Interviews witnesses and claimants to obtain details required to assess the validity of claims and identify the parties responsible for accidents, damage and loss, and prepare statements and reports</li><li>• Inspects damaged buildings, equipment and motor vehicles and estimates the cost of repairs</li><li>• Estimates business losses resulting from fire, theft and other business disruptions</li><li>• Reports the extent of damage and estimated costs to the insurer</li></ul>

## 599613 Insurance Risk Surveyor

<b>Existing</b>	<b>Proposed</b>
<p>599613 Insurance Risk Surveyor</p> <p>Inspects items and properties to evaluate conditions affecting underwriting standards and develops and promotes safety programs.</p> <p>Skill Level: 2</p>	<p>599613 Insurance Risk Surveyor</p> <p>Inspects items and properties to evaluate conditions affecting underwriting standards and develops and promotes safety programs.</p> <p>Skill Level: 2</p> <p>Main Tasks:</p> <ul style="list-style-type: none"><li>• Inspects property, buildings and operations of commercial and industrial establishments, to assess physical conditions and work practices</li><li>• Evaluates the adequacy of security, fire and related systems</li><li>• Prepares reports and recommends actions to reduce risks</li><li>• Compiles data which influences the determination of premium rates</li></ul>



## 611211 Insurance Agent

<b>Existing</b>	<b>Proposed</b>
<p>611211 Insurance Agent</p> <p>Represents insurance companies in selling insurance to clients.</p> <p>Registration or licensing is required.</p> <p>Skill Level:</p> <ul style="list-style-type: none"><li>• 3 Australia</li><li>• 2 New Zealand</li></ul> <p>Specialisations:</p> <ul style="list-style-type: none"><li>• Insurance Underwriter</li><li>• Life Assurance Representative</li></ul>	<p>611211 Insurance Agent</p> <p>Represents insurance companies in selling insurance to clients.</p> <p>Registration or licensing is required.</p> <p>Skill Level:</p> <ul style="list-style-type: none"><li>• 3 Australia</li><li>• 2 New Zealand</li></ul> <p>Main Tasks:</p> <ul style="list-style-type: none"><li>• Interviews clients to identify their insurance needs</li><li>• Explains to clients details of insurance and conditions, risk coverage, premiums and benefits</li><li>• Assists clients to determine the type and level of coverage required</li><li>• Reviews client's circumstances to ensure that the level and coverage of insurance is still appropriate</li><li>• Sets and monitors insurance claims to ensure that both client and insurer are satisfied with the outcome</li><li>• Records information about clients and their policies</li><li>• Keeps up to date with changes in the insurance industry and informs clients of new developments</li></ul> <p>Specialisation:</p> <ul style="list-style-type: none"><li>• Insurance Underwriter</li></ul>