**Cheshire and Warrington
Local Enterprise Partnership**
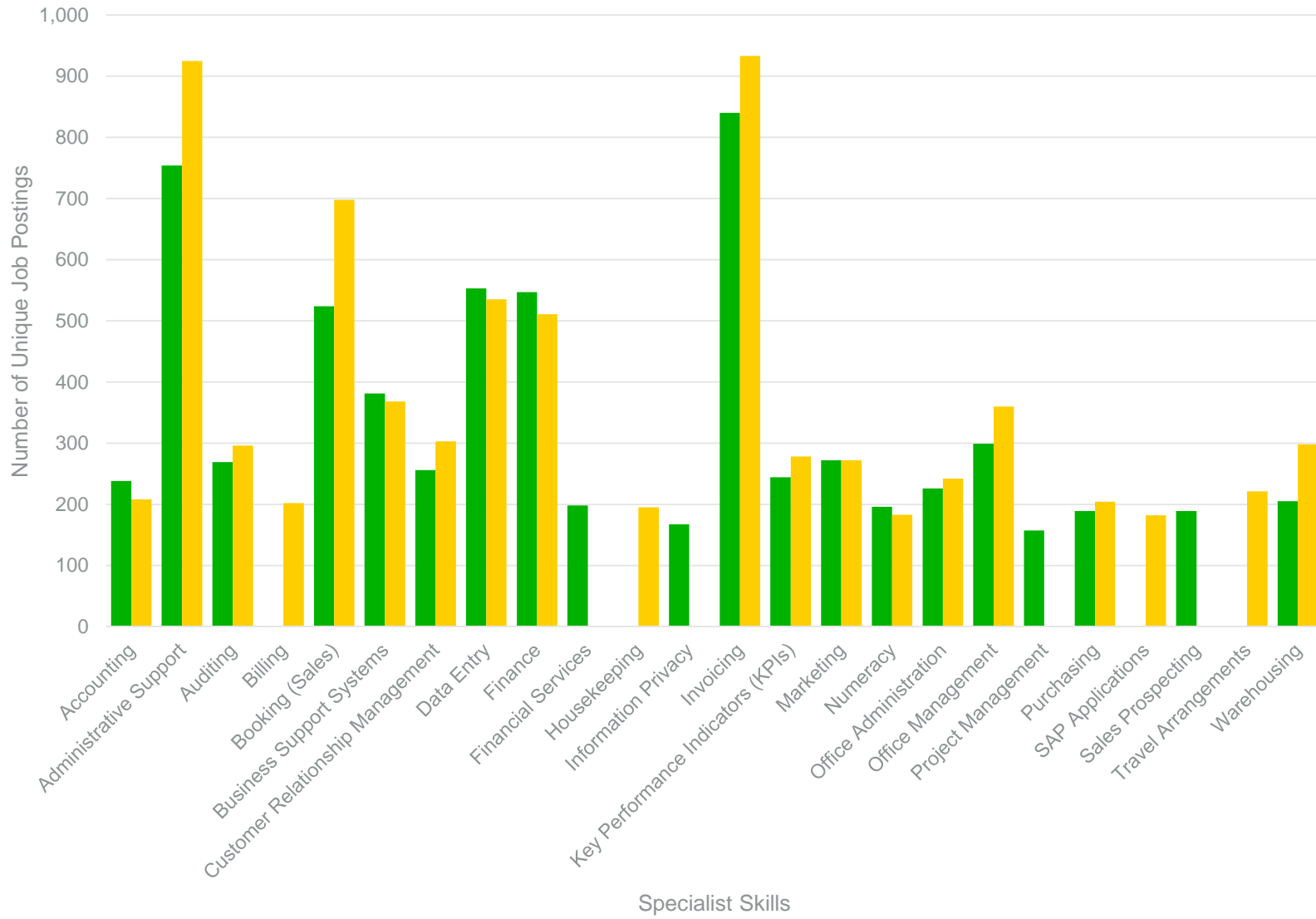
Cheshire and Warrington Clerical & Administrative

Analysis of current skills (specialist, employability and digital)

1st April 2021 – 31st March 2022 compared to
1st April 2022 – 31st March 2023

To be used with caution, especially where the job postings are for a lower number of vacancies. For example in the period April 2021 to March 2022 2021-2022 for manufacturing occupations there were 4,884 postings compared to 12,328 for Information Technology, 18,029 for healthcare including nursing and 143,851 for All occupations

Top 20 Specialist Skills in Job Postings in Cheshire and Warrington - Clerical & Administrative*

Number of Unique Job Postings

Specialist Skills

* Please note the need for caution when interpreting this data, especially when the number of job postings is low.

Top 20 Specialist Skills Specified in Job Adverts in Cheshire and Warrington – Clerical & Administrative*

Top Specialised Skills	Cheshire and Warrington Unique Postings 2021-2022 (from 7,083 job postings)	National Average 2021-2022	Cheshire and Warrington Unique Postings 2022-2023 (from 8,464 job postings)	National Average 2022-2023
Accounting	238	218	208	290
Administrative Support	754	732	925	983
Auditing	269	220	296	309
Billing			202	201
Booking (Sales)	524	530	698	737
Business Support Systems	381	263	368	315
Customer Relationship Management	256	199	303	256
Data Entry	553	417	535	488
Finance	547	470	511	608
Financial Services	198	120		
Housekeeping			195	127
Information Privacy	167	151		
Invoicing	840	653	933	885
Key Performance Indicators (KPIs)	244	158	278	199
Marketing	272	298	272	349
Numeracy	196	189	183	224
Office Administration	226	166	242	205
Office Management	299	319	360	379
Project Management	157	151		
Purchasing	189	145	204	193
SAP Applications			182	102
Sales Prospecting	189	159		
Travel Arrangements			221	276
Warehousing	205	169	298	180

* Please note the need for caution when interpreting this data, especially when the number of job postings is low.

Top 20 Employability Skills in Job Postings in Cheshire and Warrington - Clerical & Administrative*

Number of Unique Job Postings

Employability Skills

■ Cheshire and Warrington Unique Postings 2021-2022 (from 7,083 job postings)   ■ Cheshire and Warrington Unique Postings 2022-2023 (from 8,464 job postings)

* Please note the need for caution when interpreting this data, especially when the number of job postings is low.
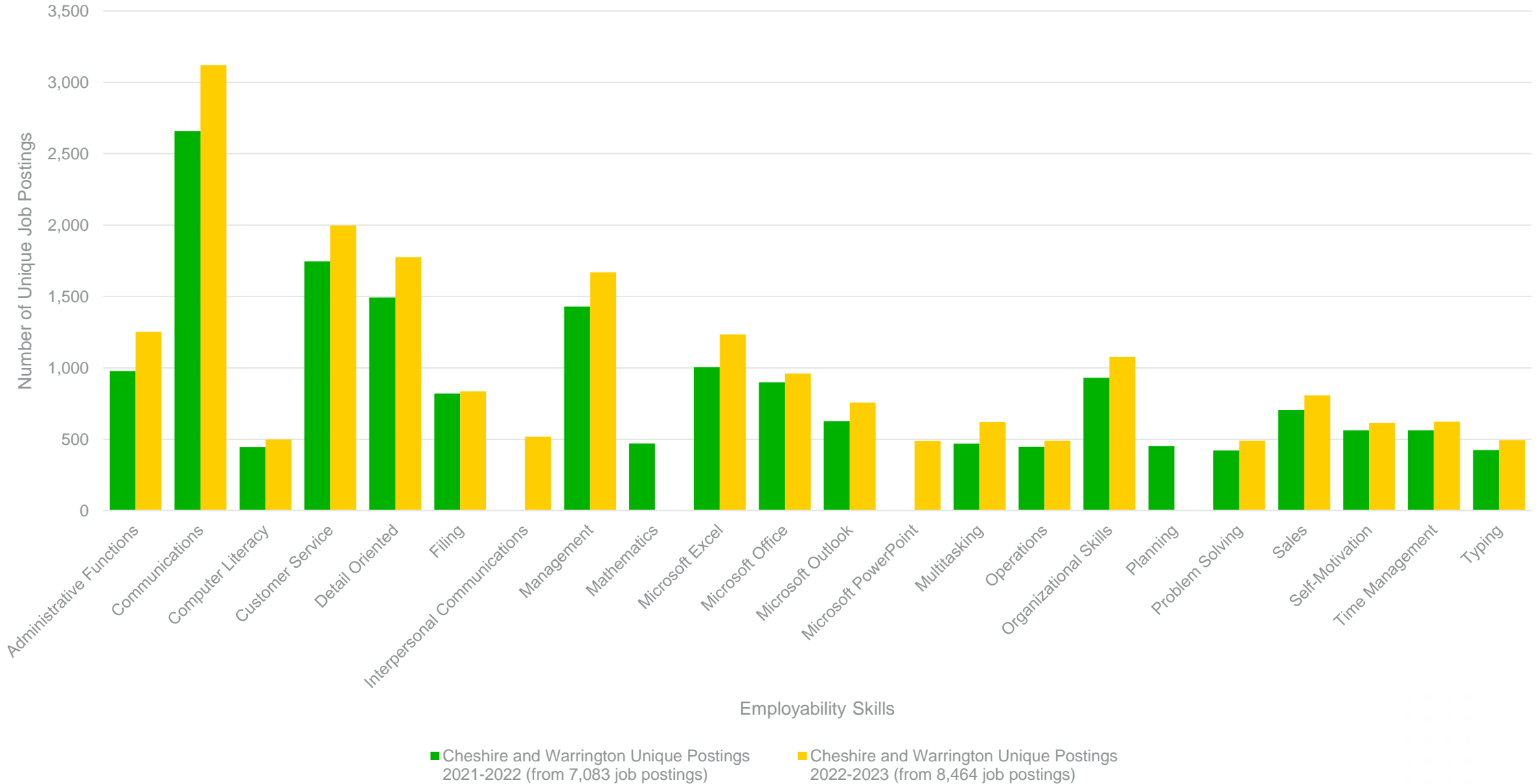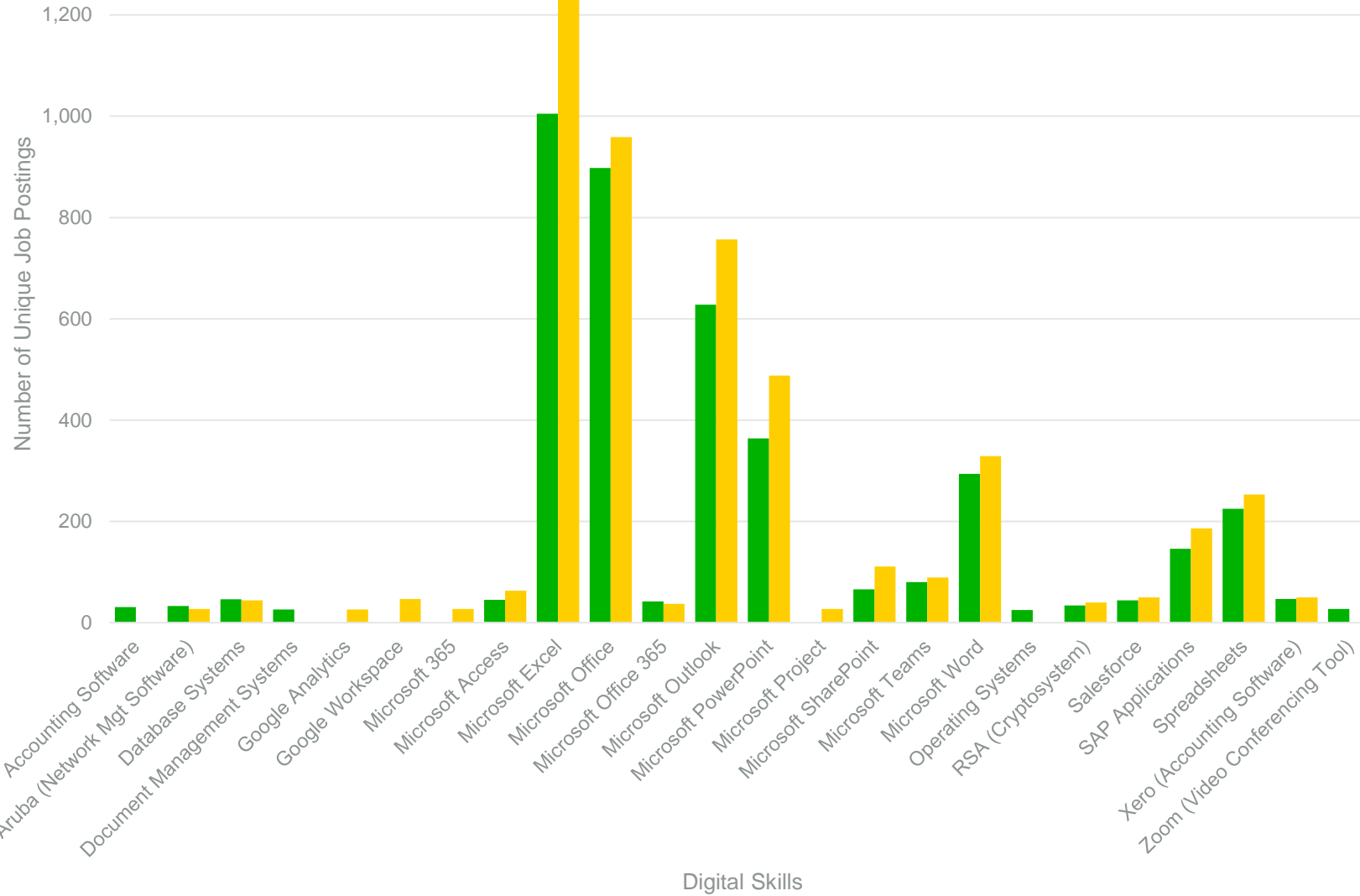
Top 20 Employability Skills Specified in Job Adverts in Cheshire and Warrington – Clerical & Administrative*

Top Employability Skills	Cheshire and Warrington Unique Postings 2021-2022 (from 7,083 job postings)	National Average 2021-2022	Cheshire and Warrington Unique Postings 2022-2023 (from 8,464 job postings)	National Average 2022-2023
Administrative Functions	978	899	1,253	1,227
Communications	2,657	2,425	3,119	3,078
Computer Literacy	445	399	498	462
Customer Service	1,746	1,563	1,998	1,950
Detail Oriented	1,493	1,268	1,776	1,671
Filing	819	729	835	907
Interpersonal Communications			518	523
Management	1,430	1,431	1,670	1,898
Mathematics	471	417		
Microsoft Excel	1,005	827	1,233	1,076
Microsoft Office	898	755	959	965
Microsoft Outlook	628	549	757	738
Microsoft PowerPoint			488	468
Multitasking	468	415	620	558
Operations	447	421	490	570
Organizational Skills	931	769	1,076	1,027
Planning	452	438		
Problem Solving	421	349	490	471
Sales	705	616	807	778
Self-Motivation	562	438	615	568
Time Management	563	430	622	551
Typing	424	434	493	496

* Please note the need for caution when interpreting this data, especially when the number of job postings is low.

Top 20 Digital Skills in Job Postings in Cheshire and Warrington - Clerical & Administrative*

Number of Unique Job Postings

Digital Skills

■ Cheshire and Warrington Unique Postings 2021-2022 (from 7,083 job postings)   ■ Cheshire and Warrington Unique Postings 2022-2023 (from 8,464 job postings)

* Please note the need for caution when interpreting this data, especially when the number of job postings is low.

Top 20 Digital Skills Specified in Job Adverts in Cheshire and Warrington – Clerical & Administrative*

Top Digital Skills	Cheshire and Warrington Unique Postings 2021-2022 (from 7,083 job postings)	National Average 2021-2022	Cheshire and Warrington Unique Postings 2022-2023 (from 8,464 job postings)	National Average 2022-2023
Accounting Software	31	24		
Aruba (Network Mgt Software)	33	24	27	13
Database Systems	46	27	44	32
Document Management Systems	26	17		
Google Analytics			26	11
Google Workspace			47	29
Microsoft 365			27	24
Microsoft Access	45	38	63	50
Microsoft Excel	1,005	827	1,233	1,076
Microsoft Office	898	755	959	965
Microsoft Office 365	42	48	37	64
Microsoft Outlook	628	549	757	738
Microsoft PowerPoint	364	340	488	468
Microsoft Project			27	10
Microsoft SharePoint	66	57	111	89
Microsoft Teams	80	86	89	97
Microsoft Word	294	250	329	302
Operating Systems	25	19		
RSA (Cryptosystem)	34	38	40	31
Salesforce	44	28	50	37
SAP Applications	146	82	186	102
Spreadsheets	225	226	253	293
Xero (Accounting Software)	47	29	50	36
Zoom (Video Conferencing Tool)	27	39		

* Please note the need for caution when interpreting this data, especially when the number of job postings is low.