

# Insurance, Money Market and Statistical Clerk

Insurance, money market and statistical clerks prepare and check documentation associated with insurance, maintain records of securities transactions and registrations, offer odds and accept bets, and compile data and undertake statistical and actuarial computations.

## Job title examples



- Bookmaker
- Insurance Consultant / Insurance Clerk
- Money Market Clerk / Scrip Clerk (Stockbroking) / Securities Clerk
- Statistical Clerk

## Other jobs in this field of work

## What insurance, money market and statistical clerks do



- obtain information on the form of competitors by research, attend race trials and liaise with contacts
- offer and vary odds on competitors after considering the type of event, handicaps, weather conditions and odds offered by other bookmakers
- process insurance applications, adjustments to insurance cover, standard endorsements and insurance claims
- monitor balances of accounts and summarise reinsurance to determine outstanding risk
- survey potential risk exposure
- despatch notices of premiums due and forms concerning conservation and transfer of insurance
- review, check, verify and issue transaction documentation for securities
- claim accruing dividends and process dividend payments
- compile statistics from financial records, survey returns and other data sources, and verify the authenticity of the material
- operate computers to input, manipulate and output information
- compile results of calculations into tables, graphs and charts to be used in analysis
- may work in a call centre

## Main employing industries



- Financial and insurance services

## Qualifications



The following government subsidised qualification is available in NSW:

**Certificate III in Insurance Broking** available as a traineeship or qualification

**Course fees:** You may be eligible for government subsidised training under Smart and Skilled. Go to the [Course Finder](#) to find training in your area, estimate your fee and find a training provider.

## Job prospects and pay



- There are around 11,591 insurance, money market and statistical clerks working in NSW.
- Over the next four years, employment in this occupation is expected to grow in NSW.

### Average weekly full time earnings (before tax):

- Insurance, money market and statistical clerks: \$1,247
- All occupations: \$1,200



## Related jobs

- Credit and loans officer
- Accounting clerk
- Payroll clerk
- Bookkeeper

To find out more about other jobs, visit the [Job Guides Homepage](#).

### Information sources

Occupations: Australian Bureau of Statistics, Australian and New Zealand Standard Classification of Occupations, 1220.0

Employment: Australian Bureau of Statistics, Labour Force, Australia, Detailed, Quarterly, 6291.0.55.003

Skills shortages: Department of Employment, Skill Shortage List NSW 2015-16

Job prospects: Centre of Policy Studies (CoPS), Victoria University, Employment Forecast Data for NSW 2015/16 to 2022/23

Earnings: Department of Employment, [joboutlook.gov.au](http://joboutlook.gov.au), based on ABS Characteristics of Employment Survey, August 2014