



TRINITY HOUSE

## ROLE PROFILE

### FINANCE TECHNICIAN

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#### JOB PURPOSE

As directed, ensure all aspects of the Finance functions are processed accurately and promptly, providing administrative support as required, with a particular focus on accuracy, financial controls and internal and external customer requirements.

<b>KEY RESPONSIBILITIES</b>	<b>Finance administration</b>	<ul style="list-style-type: none"><li>▪ Undertake general duties in all aspects related to the Finance Ledgers.</li><li>▪ Ensure the transactional and procedural activity is carried out effectively and efficiently.</li><li>▪ Liaise with internal and external stakeholders as required.</li><li>▪ Ensure data entered into the finance systems meets requirements and departmental objectives.</li></ul>
	<b>Finance support</b>	<ul style="list-style-type: none"><li>▪ Undertake general duties in support of Finance Strategies.</li><li>▪ Undertake duties using the office administration systems, both electronic and paper.</li></ul>
	<b>General</b>	<ul style="list-style-type: none"><li>▪ Undertake general administration as required.</li><li>▪ Undertake additional tasks and responsibilities as assigned or necessary, within the scope of the role.</li></ul>
<b>ENTRY REQUIREMENTS</b>	<b>Skills and experience</b>	<ul style="list-style-type: none"><li>• Excellent administration skills, including electronic administration.</li><li>• Good IT skills, able to utilise Microsoft Office effectively, including Word and Excel.</li><li>• Good written communication skills.</li><li>• High level attention to detail.</li></ul>
	<b>Qualifications</b>	<ul style="list-style-type: none"><li>▪ Five level 2 qualifications including English and mathematics or a level 2 qualification in business administration (ideally including the module Administer</li></ul>

		Finance), or level 2 AAT.
	<b>Professional Competencies</b> <b>(AAT Level 2)</b>	<ul style="list-style-type: none"> <li>▪ Bookkeeping Transactions</li> <li>▪ Bookkeeping Controls</li> <li>▪ Elements of Costing</li> <li>▪ Using Accounting Software</li> <li>▪ Working Effectively in Finance</li> </ul>