



TRINITY HOUSE

## ROLE PROFILE

### LIGHT DUES ADMINISTRATOR

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#### JOB PURPOSE

To ensure the correct payment of Light dues, through validation of Light certificates, comparison with port records, dispatch of invoices and liaison with shipping agents, vessel owners, other GLA's, MCA (register of Shipping), Port Authorities and Collectors.

KEY RESPONSIBILITIES	Light Dues administration	<ul style="list-style-type: none"><li>▪ Undertake general Light Dues administration including port records data processing and compliance validation to ensure the correct payment of Light Dues through comparison with port records, along with dispatch of invoices.</li><li>▪ Ensure data held in ALDIS database is accurate and current.</li><li>▪ Detailed knowledge of Merchant Shipping Act and associated Statutory Instruments for the collection of Light dues.</li><li>▪ Deal with telephone queries and written correspondence in a professional and helpful manner.</li></ul>
	Cash control	<ul style="list-style-type: none"><li>▪ Ensure the effective control of cash in relation to general Light Dues, fishing fleet and tugs.</li><li>▪ Ensure all funds are received and processed via direct debit process, cheque or direct payments.</li><li>▪ Process refunds and payment transfers.</li></ul>
	Reconciliation	<ul style="list-style-type: none"><li>▪ Ensure accurate reconciliation of all the Light Dues accounts and bank accounts.</li></ul>
	Collection of Light Dues debts	<ul style="list-style-type: none"><li>▪ Ensure the effective collection of general Light Dues, fishing fleet and tug payments through production of invoices in accordance with legislation, and instructions.</li><li>▪ Liaising with external Bailiffs and stakeholders for aged debt collections.</li></ul>
	General	<ul style="list-style-type: none"><li>▪ Undertake general administration as required.</li></ul>

		<ul style="list-style-type: none"> <li>▪ Continuously look for ways to improve processes update working instructions as and when required.</li> <li>▪ Ensure compliance with TH policy regarding data retention for all Light Dues documentation</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>▪ Well-developed organisational skills</li> <li>▪ Good ICT skills, including Microsoft Office Products and database skills and experience.</li> <li>▪ Good verbal and written communication skills and attention to detail.</li> <li>▪ Investigative skills, able to research vessels and companies via the internet.</li> <li>▪ Experience of working in a financial setting desirable.</li> </ul>
	<b>Qualifications</b>	<ul style="list-style-type: none"> <li>▪ A good foundation level of English and Mathematics.</li> <li>▪ Two level 3 qualifications (e.g. A Levels) or Level 3 Business Administration or relevant demonstrable experience</li> </ul>
	<b>Professional Competencies</b>  <b>(Business Administration Apprenticeship Standards)</b>	<ul style="list-style-type: none"> <li>▪ IT</li> <li>▪ Record and document production</li> <li>▪ Decision-making</li> <li>▪ Interpersonal skills</li> <li>▪ Communications</li> <li>▪ Quality</li> <li>▪ Planning and organisation</li> </ul>