



TRINITY HOUSE

ROLE PROFILE

LIGHT DUES TEAM LEADER

JOB PURPOSE

To manage the Light Dues section and ensure correct application of rules and regulations with regards to administration, collection and payment of Light Dues. Liaison with shipping agents, vessel owners, other General Lighthouse Authorities (GLA), Maritime Coastguard Agency (register of Shipping), Port Authorities and Collectors.

KEY RESPONSIBILITIES	Compliance	<ul style="list-style-type: none">▪ Maintain a detailed knowledge of Merchant Shipping Act and associated Statutory Instruments for the collection of Light dues.▪ Ensure the correct application of rules and regulations with regards to the administration, collection and payment of Light dues.▪ Maintain the Light dues instruction manuals.▪ Act as source of expertise and advice to team members and external contacts on queries arising.▪ Issue Light Dues Certificates for unpaid voyages and supplementary collections.▪ Liaise with General Lighthouse Fund (GLF) Accountant and Director of Business Services regarding legal action, bailiffs and interpretation of regulations.▪ Authorise annual exemption claims, invoicing write offs and repayment claims, and check and validate End of Day report with regards to exemptions allocated.▪ Point of contact for Light Dues Collectors. Maintain register of collectors, arrange quarterly collector payments.▪ Issue circulars and information to collectors and agents using ALDIS.
	Maintenance of systems	<ul style="list-style-type: none">▪ Maintain the ALDIS system parameters.▪ Maintain Open Accounts System parameters.▪ Oversee month end processes for Open Accounts.

	GLF finance support	<ul style="list-style-type: none"> ▪ Maintain accurate recording of drawdowns and payments to the GLF via spreadsheets. ▪ Reconcile all GLF bank accounts to the cashbook spreadsheet. ▪ Maintain 12-week cash flow forecasts. ▪ Create weekly GLA cash drawdown transfers for approval.
	Statistical reporting	<ul style="list-style-type: none"> ▪ Produce reports and statistical analysis for the Lighthouse Board and other GLAs. ▪ Maintain the category report for the Office for National Statistics. ▪ Produce Light Dues statistics for GLF reporting. ▪ Provide other GLAs with monthly statistics and reports as required.
	Development of Light Dues system	<ul style="list-style-type: none"> ▪ Identify improvements and assist in the development of the Light Dues system. ▪ Liaise with the computer programmer / IT department with respect to software problems, testing upgrades and enhancements.
	Functional leadership	<ul style="list-style-type: none"> ▪ Effectively lead and manage direct reports. ▪ Act as a mentor and source of expertise for direct reports/team members. ▪ Support team members to engage in their Continuing Professional Development (CPD). ▪ Ensure health, safety, environmental and quality management procedural requirements are met.
	General	<ul style="list-style-type: none"> ▪ Undertake additional tasks and responsibilities as assigned or necessary, within the scope of the role.
ENTRY REQUIREMENTS	Skills and experience	<ul style="list-style-type: none"> ▪ Experience of working in an accounting credit control environment. ▪ Good ICT skills, including Microsoft Office products. ▪ Working knowledge of financial systems. ▪ Experience working on own initiative to solve problems. ▪ Experience of supervising and directing people. ▪ High level attention to detail.
	Qualifications	<ul style="list-style-type: none"> ▪ Five level 2 qualifications including English and Mathematics. ▪ Two level 3 qualifications (e.g. A Levels) or Level 3 Business Administration. ▪ A level 3 qualification in a related discipline (e.g. AAT Level 4) or relevant demonstrable experience
	Professional Competencies (AAT)	<ul style="list-style-type: none"> ▪ Financial statements ▪ Accounting system and control ▪ External auditing ▪ Cash and treasury management ▪ Credit management ▪ Business tax (VAT) ▪ Team management and leadership