



PROFILE HIGHER TECHNICIAN IN ADMINISTRATION AND FINANCE

PROFILE OR GENERAL COMPETENCE.

Organizing and executing operations of management and administration in business, work, accounting, tax and financial statements processes of a public or private company, applying the current legislation and quality management protocols, managing information, ensuring customer and/or user satisfaction and acting according to the rules on labour risk prevention and environmental protection

2.- RANGE OF OCCUPATIONS ACCESSIBLE TO THE HOLDER OF THE DIPLOMA.

The Higher Technician in Administration and Finance works In large, medium and small companies in any sector of activity, particularly in the service sector and Public Administrations, performing administrative tasks in managing and counselling in employment, commercial, tax and accounting areas of these companies and institutions, providing service and support to customers and citizens, doing paperwork with Public Administrations and managing the archive and communication of the company.

The most relevant occupations or jobs are the following:

- Office administrative.
- Commercial administrative.
- Financial administrative.
- Accounting clerk.
- Logistics administrative.
- Banking and insurance administrative.
- _HR administrative.
- Administrative in Public Administration.
- Administrative in legal, accounting, labor, fiscal consultancies or administrative agencies.
- Technician in management of collections.
- Responsible for customer service.