

HIGHER TECHNICIAN IN ADMINISTRATION AND FINANCE

The Student with this degree will have acquired the General Competence to organizing and executing operations of management and administration in business, 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.

The Higher Technician in Administration and Finance works in large, medium and small companies in any sector of activity, 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 for Higher Technician in Administration and Finance

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