

Alfie Thomas Lancaster

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<http://alfielancaster.dev>

📖 An analytical MSc Computer Science graduate (Distinction) with a foundational background in law (LLB), specialising in data architecture, business intelligence, and process optimisation. Proven expertise in diagnosing operational bottlenecks and deploying scalable automation solutions via Power BI, Power Automate, and Python scripting. Combines technical development capabilities with four years of hands-on experience navigating highly regulated financial and compliance environments. Native English speaker with good professional conversational Spanish.

Core Technical Skills & Competencies

- **Data & Business Intelligence:** Power BI, DAX, Power Query, Relational Data Modeling, Advanced Excel.
- **Automation & Scripting:** Power Automate Desktop (RPA), AI-Assisted Python (Pandas library), Workflow Design.
- **Core Competencies:** Operational Bottleneck Diagnosis, Process Optimisation, Requirements Gathering, Cross-functional Liaison.
- **Systems & Governance:** Microsoft 365 Administration, SharePoint Architecture, Oracle EBS, Regulatory & Financial Compliance.
- **Languages:** English (Native), Spanish (Good conversational level).

Experience

Systems Development & Analytics Specialist - North Yorkshire Council, UK. (Oct 2024 - May 2026)

- **System Ownership:** Served as the primary technical lead for reporting structures and workflow automation within the core financial management platform.
- **Data Modelling & Analytics:** Architected and managed internal reporting infrastructure and relational data models utilising Power BI and DAX within the financial benefits and assessments sector.
- **Process Automation:** Built and executed Robotic Process Automation (RPA) workflows via Power Automate Desktop to eliminate redundant, high-volume manual administrative tasks.
- **Scripting Solutions:** Engineered custom Python scripts to optimise data transformations, drastically increasing operational capacity for recurring financial tasks.
- **Technical Support:** Managed escalation paths for enterprise software users and provided actionable systems recommendations to resolve team performance bottlenecks.

IT Systems & Access Analyst - North Yorkshire Council, UK. (Nov 2023 - Oct 2024)

- **Infrastructure Support:** Delivered critical technical support across network environments, managing firewall configurations, Network-Attached Storage (NAS) platforms, and content filtering.
- **M365 Identity Administration:** Supervised user lifecycles, permissions, access controls, and configurations within Microsoft 365 (Admin Center, Exchange, Intune).
- **System Deployments:** Coordinated hardware and endpoint security rollouts while configuring secure SharePoint collaborative environments.

Financial Compliance & Operations Officer - North Yorkshire Council, UK. (March 2023 - Nov 2023)

- **Portfolio Management:** Supervised financial accounts and ledger entries within a highly regulated social care framework, utilising Caspar and Oracle EBS software.
- **Statutory Reporting:** Prepared complex financial reconciliations and data-driven compliance reports for federal regulatory bodies (Office of the Public Guardian).

- **Stakeholder Coordination:** Acted as the primary cross-functional liaison between legal consultants, field caseworkers, and financial analysts to resolve account discrepancies

Legal Governance & Operations Analyst (Secondment) - North Yorkshire Council. (September 2022 - March 2023)

- **Governance & Casework:** Managed complex legal casework in a strictly regulated environment, compiling statutory court evidence bundles and compliance records according to regulatory mandates.
- **Tool Development:** Diagnosed systemic reporting inefficiencies and designed custom Excel analytical applications, including a regional team workload tracker and an automated calculation tool that eliminated manual processing errors.
- **Information Management:** Governed database maintenance across core record systems, securing maximum data integrity and strict regulatory compliance.

Finance Support Specialist - North Yorkshire Council. (May 2022 - September 2022)

- **Financial Controls:** Led payment auditing, ledger adjustments, and billing lifecycles using Oracle EBS, recovering outstanding overpayments through structured audit initiatives.
- **Workflow Optimisation:** Built and maintained complex Excel control workbooks to track cross-team transactions, forming the structural basis for long-term administrative optimisation.

Early Career Experience (2016–2022)

- Maintained continuous employment in various customer-centric, logistics, and operational support positions alongside completing intensive academic studies.

Key Technical Projects

BI Reporting Infrastructure Overhaul (Power BI, DAX, SharePoint)

- Migrated fragmented spreadsheet databases into a unified data architecture utilising SharePoint Lists.

- Developed an end-to-end relational data model using Power Query to clean, extract, and format enterprise data.
- Designed interactive Power BI dashboards utilising advanced DAX measures to track critical internal metrics, case lifecycles, and operational timelines.

High-Volume RPA Integration (22,000 Records) (Power Automate Desktop, Excel)

- Programmed a low-code desktop automation loop designed to extract data from spreadsheet matrices and populate web-based enterprise portals.
- Embedded algorithmic logic steps to successfully handle validation exceptions and mitigate data duplication risks.
- Successfully processed a legacy backlog of approximately 22,000 data items, reclaiming extensive operational hours for the business line.

Data Pipeline & Document Automation Tool (Python, pandas)

- Authored a flexible Python script leveraging the Pandas library to cleanly sort, aggregate, and structure raw exported data files.
- Transformed a tedious 4-hour manual document generation cycle into an automated execution process taking less than one minute.

Education

 **MSc Computer Science, University of Wolverhampton (2024 - 2025)**
Graduated with distinction.

 **LLB Law (Hons), Teesside University (2020 - 2023)**
Graduated with grade 2.1

 **Diploma in Business Studies, Darlington College (2018 - 2020)**

 **Google UX Design Professional Certificate**

 **Level 5 TEFL Certificate (Teaching English as a Foreign Language)**