

# Alfie Lancaster

**Email:** alfie.lancaster@outlook.com

**Location:** Madrid, Spain (Relocating)

<http://alfielancaster.dev>

- 📖 MSc Computer Science graduate (Distinction) delivering BI architecture and automation solutions within Adult Social Care finance systems. Experienced in Power BI, DAX modelling, RPA development, and Python-based workflow automation with proven operational impact. Combines technical implementation capability with strong domain understanding of finance and regulated environments.

## Experience

### **Finance Systems Officer - North Yorkshire Council. (2024 - Present)**

- Lead technical contributor for reporting and automation within the Court of Protection finance system.
- Own BI reporting development and data modelling initiatives
- Design and deploy RPA solutions to eliminate high-volume manual workflows
- Develop Python-based automation tools for operational process optimisation
- Provide system escalation support and workflow improvement recommendations

### **Digital Officer - North Yorkshire Council. (Nov 2023 - Oct 2024)**

- Delivered technical support across school IT environments including firewall configuration, Smoothwall filtering, and NAS systems
- Administered Microsoft 365 environments (Exchange, Admin Center, Intune, Endpoint Manager)

- Supported device deployment and endpoint security management
- Contributed to SharePoint configuration and ICT system rollout projects

### **Court of Protection & Appointee Officer - North Yorkshire Council. (March 2023 - Nov 2023)**

- Managed complex financial case portfolios within a regulated Adult Social Care environment
- Administered assets, income, property, and investment activity using Caspar and Oracle EBS
- Processed payments, monitored budgets, and performed financial reconciliations
- Ensured statutory compliance and accurate reporting to the Office of the Public Guardian
- Acted as liaison between legal teams, social workers, and financial advisors
- Supported system testing, onboarding of new staff, and resolution of technical issues

### **Business Support Officer - Court of Protection (Paralegal Secondment) - North Yorkshire Council. (September 2022 - March 2023)**

- Supported Court of Protection and Appointeeship casework within regulated Adult Social Care environment
- Prepared legal documentation and regulatory reports in line with OPG requirements
- Managed financial processing, payments, and reconciliations across client accounts
- Developed custom Excel tools including workload trackers and an OPG120 calculator to improve reporting efficiency
- Produced monthly reporting outputs and supported system housekeeping initiatives
- Assisted with case management systems and court bundle preparation during paralegal secondment

## **Finance Support Officer - North Yorkshire Council. (May 2022 - September 2022)**

- Managed payment processing and billing across a portfolio of external care providers
- Calculated service payments, processed journals, and raised client invoices using Oracle
- Performed overpayment recovery and reconciliation activities
- Maintained and structured complex Excel workbooks supporting financial controls
- Resolved cross-team payment discrepancies and system queries
- Identified opportunities to streamline manual finance workflows

## **Early Career Experience (2016–2022)**

- Customer-facing and operational roles across hospitality, logistics, and retail environments.

## **Education**

---

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

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

## **Projects**

---

### **BI Reporting Architecture Redesign (Power BI, DAX, SharePoint)**

- Replaced fragmented Excel reporting with structured SharePoint-backed data layer
- Designed relational data model and Power Query transformation pipelines
- Developed DAX measures including working-day duration and lifecycle KPIs

- Rebuilt reporting suite in Power BI with enterprise publication
  - Delivered internal user training and documentation
- 

### **RPA Automation – 22,000 Record Uplift Process (Power Automate Desktop)**

- Designed end-to-end desktop automation for high-volume web-based workflow
  - Implemented structured exception handling and retry logic
  - Built state-aware execution control to prevent duplicate processing
  - Integrated Excel audit logging to support safe reruns
  - Eliminated multi-month manual backlog process
- 

### **Python Automation – Document Generation (Python, pandas)**

- Developed Python tool to process and group system export data
- Automated document preparation workflow
- Reduced recurring manual processing from ~4 hours to ~5 minutes
- Removed dependency on manual Excel flattening and mail merge

## **Skills**

---

- |                  |                                |                  |
|------------------|--------------------------------|------------------|
| • Power BI       | • Power Automate Desktop (RPA) | • Advanced Excel |
| • DAX            | • Python (Pandas)              | • Figma          |
| • Power Query    | • Workflow Design              | • Reporting      |
| • Data Modelling | • SharePoint Lists             | • HTML           |