



Position Description

As At 22-Nov-2017

Position Title:	Finance Trainee
Position Code:	1539
Department:	Finance
Business Unit:	Corporate Services
Work Group:	Finance
Position Classification:	National Training Wage Level A
Effective Date:	February 2014

This position description is an enabling document intended to authorise the general performance of a range of duties to achieve the Position Objectives. Performance measures will be established and monitored through a personal action plan that will be developed in conjunction with the employee and manager.

1.0 Position Objectives

- 1.1 To gain skills and knowledge in a specific profession in Local Government, the role of Local Government in the community and general administrative capability.

2.0 Key Responsibilities

- 2.1 To participate in training and assessments and apply acquired knowledge within the workplace.
- 2.2 To respond to requests from both internal and external customers and to refer enquiries appropriately when unable to answer a query.
- 2.3 To undertake delegated tasks and seek guidance and advice when unsure.
- 2.4 Undertake administrative tasks such as data entry, filing, photocopying and record keeping.
- 2.5 Learn to balance professional and work demands with personal and private interests and to utilise time at work effectively to undertake delegated tasks ensuring that personal and non work related matters are undertaken in allocated breaks.
- 2.6 To comply with safe work practices and correctly use all safety equipment provided.
- 2.7 To develop skills in working as a member of multiple teams including interpersonal and communication skills.

3.0 Core Physical Requirements

- 3.1 Capacity to, on occasion, lift items unspecified in weight within individual limits.
- 3.2 Capacity to undertake office based activities including sitting at a desk and using a computer for extended periods.
- 3.3 Capacity to work in an outdoor environment for varying periods of time.
- 3.4 Capacity to drive a motor vehicle.

4.0 Accountability and Extent of Authority

- 4.1 Accountable for undertaking delegated tasks in a professional manner.
- 4.2 Accountable for the completion and quality of work under general supervision.

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- 4.3 Accountable for undertaking and completing required training within the employment period.
- 4.4 Authorised to respond to customer enquiries and accountable for referring to other staff as required.

5.0 Judgement and Decision Making

- 5.1 This role is essentially a learning role and requires the incumbent to undertake accredited and on the job training.
- 5.2 The incumbent is required to utilise the skills and knowledge available to them through staff and physical resources to enhance their Local Government experience.

6.0 Knowledge and Skills

6.1 Specialist Knowledge and Skills

- 6.1.1 Demonstrated interest in particular discipline relevant to Local Government and an aptitude to learn and undertake such work.
- 6.1.2 Some knowledge of the role and function of Local Government and how chosen field of interest works within Local Government.
- 6.1.3 Genuine desire to positively contribute to the local community.

6.2 Management Skills

- 6.2.1 Must be able to achieve objectives within a given timeframe.
- 6.2.2 Demonstrate some initiative and be self motivated.
- 6.2.3 Demonstrated ability to work cooperatively as part of a team.

6.3 Interpersonal Skills

- 6.3.1 To provide information in an efficient manner to Council staff and the public.
- 6.3.2 Ability to communicate effectively with staff and the public.

7.0 Qualifications and Experience

- 7.1 Completion of Year 12 (VCE) or equivalent.
- 7.2 Some previous experience in area if interest would be an advantage but is not essential.

8.0 Key Selection Criteria

- 8.1 Strong desire to develop a career in Local Government and contribute positively to the local community.
- 8.2 Willingness to undertake studies to achieve formal qualifications.
- 8.3 Ability to work cooperatively within a team.
- 8.4 Demonstrated initiative and "can do" attitude.

9. Authorisation

Authorised by: Chief Executive Officer

Date: _____

Employee's Signature _____

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