

Position Description – Finance Trainee

Purpose

Position Descriptions are written statements that clearly describe the duties or task to be undertaken and the responsibilities of the position. The position description also includes information about working conditions, tools and equipment used, knowledge and skills required and Work Health and Safety responsibilities.

Employee Name: TBC

Date PD Issued: 22/12/2022

Position: Finance Trainee

Host Employer: Bass Coast Shire Council

Supervisor: TBC

Host Employer Address: 76 McBride Avenue WONTHAGGI Vic 3995

Westvic Staffing Solutions Field Officer: Katherine Cousins

Refer to Bass Coast Shire Council attachment

- **Key Responsibility Areas**
- **Key Selection Criteria**
- **Competencies**
- **Organisational Relationships**
- **Accountability and extent of authority**
- **Pre-Employment Checks**

Workplace Health and Safety:

- Follow Westvic Staffing Solutions' and the Host Employer's Workplace Health and Safety policies, procedures and workplace instructions
- Cooperate with the Employer and Westvic Staffing Solutions with respect to any action taken by the Host Employer and Westvic Staffing Solutions to comply with any requirements to provide a workplace that is safe and without risks to health
- Correctly wear and maintain items of personal protective clothing and equipment that is provided
- Take reasonable care for your own health and safety and for the health and safety of anyone else that may be affected by your actions or omissions whilst at work
- Report any incidents within the workplace to the Host Employer and Westvic Staffing Solutions without delay

Additional Information:

- **Hours Per Week:** 38
- **Days per Week:** Monday- Friday
- **Award / Agreement:** National Training Wage Level A & Bass Coast Shire Council EBA
- **Superannuation:** 10.5%
- **Commencement Hourly Rate:**
- **Allowances**

Copy to: Employee

Host Employer

Main File

Position Description

Position Title

Finance Trainee

Classification

Trainee

Status (FTE)

Temporary (1.0)

Division

Business Transformation

Occupant

Vacant

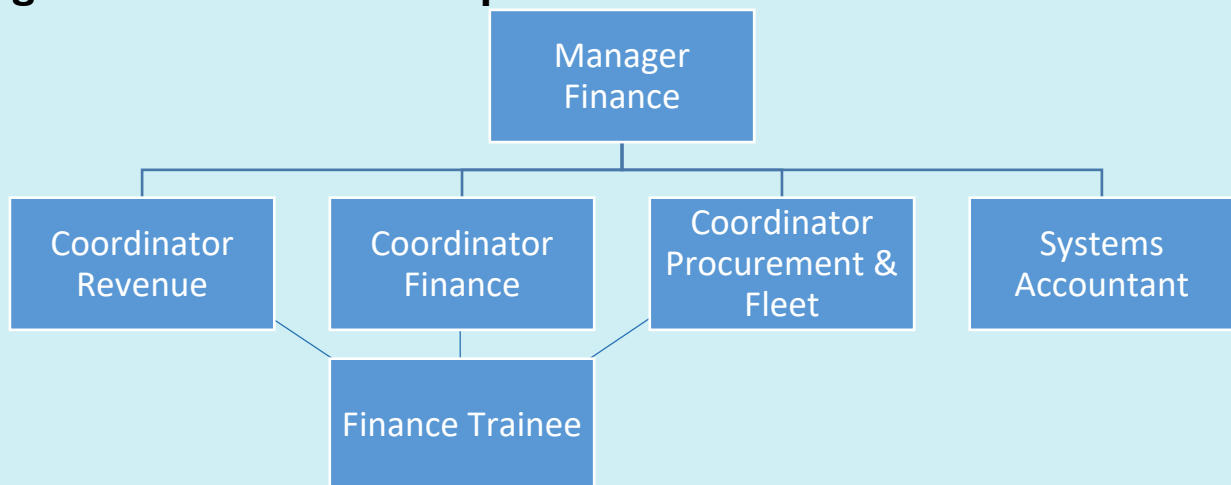
Date

December 2022

Our Values



Organisational Relationships





Key Responsibility Areas

We Deliver...

- Successful completion of all necessary modules and practical work in accordance with the requirements of the Traineeship.
- Design & produce business documents using Microsoft suite of programs such as word, outlook and powerpoint
- Maintain and participate in enhancements to Council's corporate management systems; purchasing, fleet, finance, rates and contracts
- Support staff and assist with problem solving to find solutions for customer requests and enquires
- Process financial transactions and provide organisational support.
- Participate in fleet inspections and off site meetings as required.
- Other specific projects and tasks related to the Traineeship which will be assigned throughout the program.

Be part of something bigger...

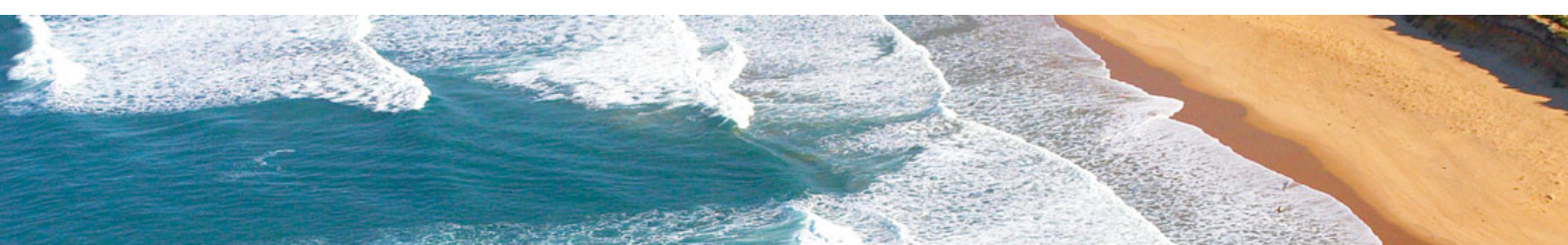
- Collaborate with the team and organisation for shared solutions and opportunities.
- Actively seek to understand and contribute to team projects and initiatives.
- Identify opportunities for business improvements aligning with team goals and placing our customers at centre

Place the customer at the centre...

- Provide exceptional and timely customer service to internal and external customers.
- Support and educate internal staff and promote awareness of procurement practices.
- Other duties as directed within the skills and abilities of a position at this level.

Key Selection Criteria

Selection will be based on the following key selection criteria; however, reference will also be made to other listed skills, knowledge and attributes as required in the position description.

- Ability to complete a TAFE level Certificate III in Business Administration.
 - Enthusiasm for self-development and desire to use this opportunity to enhance career prospects.
 - Attention to detail.
 - Computer literacy.
 - Written communication skills.
 - Verbal communication and interpersonal skills.
 - Completion of Year 12 (VCE) or equivalent.
 - Current Victorian Driver's Licence
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Accountability and extent of authority

Specific guidelines will be followed and work will be carried out under general supervision, with the freedom to plan work at least several days in advance.

Competencies

Judgement and decision making

Procedures will be well understood, clearly documented and readily available. Guidance and advice is always available.

Specialist Skills and Knowledge

May require an understanding of the team's and department's fit within the organisation, including relevant policies and procedures.

Management skills

Outcomes are achieved by managing time, planning and organising own work.

Interpersonal skills

Relate to others using effective communication tools in resolving minor problems.

Qualifications and experience

Secondary education with relevant on-the-job training or experience.

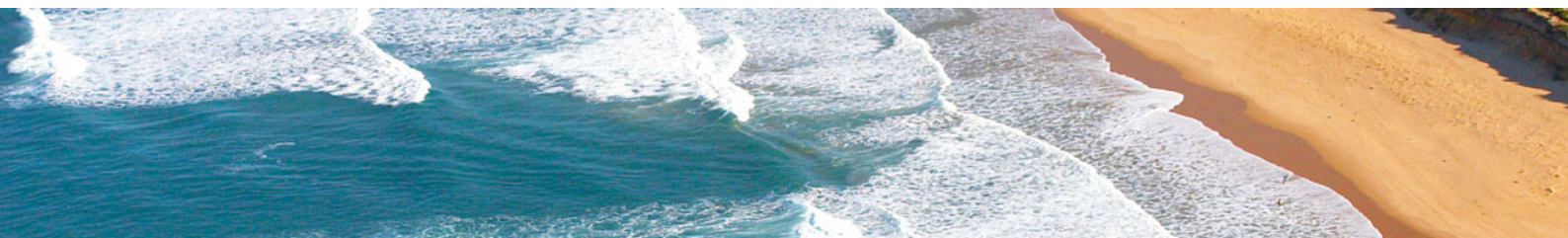
Pre-Employment Checks

Applicants will be required to undergo pre-employment checks including but not limited to a Police Records Check and Working with Children Check.

Child Safety Statement

Bass Coast Shire is committed to the safety and wellbeing of children.

We support and respect all children, as well as our staff, contractors, and volunteers. Our organisation is committed to preventing child abuse by identifying risks early and intervening to address these risks. We are committed to the safety of all children, particularly those from diverse backgrounds, including Aboriginal and Torres Strait Islander children, children who are culturally and linguistically diverse, and those with varying needs and/or disabilities.





Position Description Acknowledgement

All parties have received, reviewed and fully understand and accept the Position Description and the tasks and conditions included within.

EMPLOYEE:

Employee Name: _____

Employee Signature: _____

HOST EMPLOYER:

Host Employer Name: _____

Host Employer Signature: _____

WESTVIC STAFFING SOLUTIONS:

Westvic Staffing Solutions Representative Name: _____

Westvic Staffing Solutions Representative Signature: _____