

Position Description

Position Title:	Business Services Trainee
Department:	Business Services
Location:	Warrnambool
Direct Report	Business Services Manager
Classification Level:	National Training Wage Level A
Employment Status:	Full-time
Qualifying Period:	6 Months

ABOUT WESTVIC STAFFING SOLUTIONS

Who Are We?

Westvic Staffing Solutions have delivered apprenticeship and traineeship support services to businesses, individuals, and local communities for over 40 years. As a benevolent organisation, Westvic Staffing Solutions facilitate and enable job creation, career guidance, and social inclusion opportunities for members of our local communities. Operating across regional and metropolitan Victoria, our offices are located in Warrnambool (Head Office), Bendigo, Ballarat, Hamilton, Portland, Colac, Geelong, Echuca, Traralgon, and Cheltenham.

What Do We Do?

Each year, the organisation recruits, employs, and mentors hundreds of employees, many of them apprentices and trainees, across a wide range of industries and occupations. Our dedicated staff deliver highly specialised on-hiring services, including the recruitment, induction, payroll servicing, training contract coordination, and performance management, to assist businesses with their current and future workforce needs. Staff also provide ongoing support to each employee through structured mentoring, training progress, career guidance and development, and ongoing human resource management to raise employee retention rates and deliver quality vocational outcomes.

Our Team-Centred Approach

Staff mentoring and support is a key factor to Westvic Staffing Solutions success. We believe that a team approach to knowledge sharing and personal development, both internally and externally, fosters a culture where every individual's unique experiences and insights are valued and shared. Staff new to the industry benefit from team support in an office-based environment where experienced employees share the responsibility for team development and knowledge growth. While flexible work provisions are included in the WSS Employment Agreement, it is expected that all employees work from their designated office unless approval is given to do otherwise.

A Unique Career Opportunity

This traineeship position has been designed to suit a school leaver intending to pursue a working gap year before commencing a Bachelor of Commerce (Accounting) at university. An incumbent that demonstrates high level of aptitude and dedication to the role may, on completion of their traineeship, be sponsored by Westvic to support their higher education goals. This contribution would include ongoing employment with the organisation, balanced with time and financial support towards an accounting degree, with a view to developing an ongoing career.

GENERAL JOB DESCRIPTION

The Business Services Trainee undertakes regular administration and accounting tasks that support the services offered by Westvic, including the administration of on-hired services. Under the direction of the CFO and Business Services Manager, you will learn all aspects of:

- Payroll – processing pays in accordance with Employment Agreements and Fair Work Commission rulings;
- Accounts Receivable / Cashbook – process Tencia cashbook receipts and payments daily, monthly reconciliations, debtor processes, bank and credit card administration;
- Accounts Payable – maintain creditor processes including invoicing, purchase orders, and monthly reconciliation;
- Month End – finance and management reporting
- General Administration – produce written correspondence, filing, customer service.

KEY PERFORMANCE INDICATORS (KPIs)

Responsibilities & Expectations

The Business Services Trainee reports directly to the CFO and Business Services Manager and is responsible for:

- Working independently and in a team environment to deliver accurate and timely financial and administrative outcomes
- Maintaining the organisations standards in record keeping and handling
- Enhancing the professionalism and excellence of the business services team
- Communicating in a respectful manner with all internal and external stakeholders
- Enthusiastically participating in the day-to-day activities of a busy team
- Effectively managing time and workload efficiently
- Meeting organisational and individual targets and standards as directed by the CFO

Technical Competencies

Candidates applying for the Business Services Trainee position must have:

- Completed their Year 12 studies before the commencement of the traineeship;
- A genuine interest and capacity to pursue higher education opportunities in Commerce / Accounting beyond the 12-month traineeship period; and
- The ability to use MS Office applications in a proficient and effective manner;

Personal Competencies

Candidates applying for the position of Business Services Trainee must:

- Possess the ability to communicate in a professional manner across all levels of the business;
- Have the ability to work independently and as part of a successful team,
- Have a strong work ethic that is proactive, creative, outgoing, and supportive in nature;
- Possess strong problem-solving abilities, an analytical mindset, and an attention to detail;
- Be adaptable, willing to learn and self-motivated;

KEY SELECTION CRITERIA

Applicants applying for the position of Business Services Trainee **must** address the following key selection criteria:

1. Detail your career aspirations and how this may be assisted by the role of the Business Services Trainee;
2. Provide a statement against the technical competencies as detailed above;
3. Provide a statement against the required personal competencies detailed above, providing examples of your experiences where appropriate.

Offers of employment are subject to the availability of additional information including, but not limited to, the candidates:

- Working with Children's Check (WWCC),
- National Police Check.