

TRAINEE FINANCE OFFICER POSITION DESCRIPTION

Position Title	Trainee Finance Officer
Directorate	Corporate Services
Department	Financial Services
Position No.	41,014.00
Classification	Percentage (%) of Level Classification
Awards Stream	Order – Apprentices and Trainee's Wages and Conditions (Excluding Certain Queensland Government Entities) 2003
Reports To	Manager Financial Services
Last Review Date	June 2025

ORGANISATION SUMMARY:

OUR VISION:	Helping to energise the world. A region that feeds, powers and builds communities, now and for the future.
OUR GOAL:	To pursue long-term sustainable futures for Isaac's communities.
OUR VALUES:	Community Focus Teamwork Caring Positive Work Ethic

We're a region unique in charm and a character-growing attraction for many keen to explore the road less travelled. It's a place where traditional country qualities live on within modern, vibrant communities.

Isaac Regional Council plays a role to ensure our communities have a long sustainable life, so it continues to be a great place to raise a family and to find new or old passions.

Our public spaces are valued and activated, our communities' lifestyles and wellbeing are prioritised, and our individual and collective identities are celebrated.

We need to use new ideas in everything we do because of the fast changes happening all over the world.

This helps us deal with changes and provide the best service. As a Council, we will continue to maintain a clear and balanced vision for the future that shapes all our decisions as we feed, build and power communities.

DEPARTMENT SUMMARY:

The Financial Services Department ensures an integrated approach to internal organisational services across the organisation. The Financial Services Department is responsible for budget and statutory reporting, payroll, rates and accounting functions incorporating all operations of Council.

POSITION SUMMARY:

The Trainee – Finance Officer position provides assistance to the finance team in any aspects as per the direction of the Manager of Financial Services to ensure effective and efficient delivery.

DUTIES:

Position Accountabilities and Performance Objectives

In conjunction with study, the Trainee – Finance Officer will be responsible for:

1. Supporting the cross directorates by efficiently and effectively undertaking administrative, clerical and financial support.
2. Providing customer service support, including answering phones and providing face-to-face support as required.
3. Registering of internal and external correspondence into Council's information management system.
4. Undertaking data entry duties as required.
5. Undertaking photocopying and preparation of documents.
6. Operating photocopiers, computers and printers.
7. Completing filing and archiving.
8. Attending and participating in all classes at an approved TAFE college as required in accordance with TAFE policies and regulations.
9. Attending and completing relevant on-the-job training as required.
10. Completing Certificate in Administration in partnership with Council's approved Apprenticeship and/or Training provider.
11. Undertaking any other duties as reasonably directed within the limits of the employee's skills, competence and training.

KEY COMPETENCIES:

Essential Knowledge and Skills

1. Sound level literacy and numeracy skills, applicants may be required to undertake pre-employment literacy and numeracy tests.
2. Basic numeracy, keyboard, telephone technique, written and verbal communication skills.
3. Understanding of basic computing concepts.
4. Demonstrated strong work ethic and reliability.
5. Ability to work in multi-disciplinary teams.
6. An understanding Workplace Health and Safety highly regarded.
7. Applicants may be required to undertake a pre-employment physical assessment.

Experience

1. Previous experience or awareness of administration would be highly regarded.
2. A genuine interest in business administration is essential.

Qualifications

Mandatory – this role requires the possession of:

1. Valid Driver Licence.
2. Minimum completion of at least Year 10 school certificate.

DELEGATED AUTHORITY AND ACCOUNTABILITY:

Delegations as detailed in Council's Delegation of Authority register.

EXTENT OF AUTHORITY:

Position exercises a degree of autonomy and works under general direction with the freedom to act within established policies practices. The position must understand that their powers are limited to their delegated authority and know and comply with any authority and obligation that comes with their powers.

CERTIFICATION:

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.

	EMPLOYEE	DEPARTMENT MANAGER
Name		
Signature		
Date		