



Ilfracombe Finance Trainee

Position Description

Incumbent	VACANT
Position Number:	
Directorate:	Finance
Team:	Administration
Position Status:	Temporary Full Time (12 months)
Classification:	QLGI (Stream A) Wages Skill Level A
Current Level:	Wages Skill Level A
Reports to:	Finance Manager
Accountable for:	Nil
Located:	Ilfracombe
Revised:	December 2021

Our Vision

The communities of the Longreach Region, with their individual identities and a proud heritage, will be characterised by their cohesive and inclusive nature, making the region a location of choice for business investment and outback living.

Reaching a population of 5,500 by 2027, the Longreach Region will be characterised by strong communities and a vibrant economy driven by skills and innovation in a diversity of traditional and new industries.

Our Mission

Council's Mission is to deliver decisive leadership in making locally-responsive, informed and responsible decisions, providing the highest-quality services and facilities to all communities of the Longreach Region.

Our Eight Core Values

1. A Safe and Healthy Work Environment
2. Inclusiveness and Respect
3. Consistency and Fairness
4. Teamwork and Staff Development
5. Performance and Value for Money
6. Leadership and Collaboration
7. Sustainability
8. Forward-looking



Position Objective

The primary role of this position is to develop administration finance based skills in the workplace and develop those skills to provide quality administrative and finance duties to the Finance Manager and other Officers, whilst undertaking a relevant Certificate III over the course of 12 months.

Position Responsibilities

- Assist in processing of purchase orders and creditor invoices in liaison with Accounts Payable Officer.
- Assist in processing of invoices:
 - monitor Creditors inbox
 - printing, scanning and registering of invoices in Magiq
 - check invoices are correct and ready for payment
 - re-tasking of invoices to the relevant Department
 - ensure invoices are appropriately completed
- Assisting Finance Manager with depreciation entry to help maintain the Enterprise Resource Planning (ERP) system
- Assist Finance Manager with monthly interest journal entry
- Maintain confidentiality of information gained during the course of employment with Council, and to keep accountable supervisor informed of events/information of interests and relevance to Council.
- Delivery of excellent customer service to internal and external customers including screening and processing incoming calls as necessary.
- General business and administration support, including letter writing, raising purchase orders, shredding, binding, filing, booking meetings as required etc.
- Assisting with Ilfracombe community events, printing out flyers, mail distributions and putting up flyers around town.
- Completion of a relevant Certificate III as requirement of traineeship.
- Other such relevant duties as required from time to time which would generally fall within the scope of this position as directed by the accountable supervisor and/or Chief Executive Officer.

Position Requirements

Skills

- Demonstrated time management, organisation and planning skills with an ability to prioritise and manage own time and meet critical timeframes.
- Demonstrated communication skills, both oral and written.
- High level attention to detail.
- Ability to follow directions and cooperate with others to meet deadlines.

Knowledge

- A basic understanding of how to maintain a safe working environment.
- Understanding and knowledge of how to operate basic office equipment including computer, telephone, printer, scanner, shredder, binder etc.
- Ability to gain knowledge of Council's policies and procedures and relevant Local Government legislation.

Essential Experience/Qualifications

- Experience in the use of Microsoft Suite.
- Ability to maintain strict confidentiality and discretion.
- Minimum completion of year 10 (must be aged 15 years or older).
- Ability to complete relevant Certificate III as requirement of traineeship within 12 month period.

Desirable Experience/Qualifications

- Current "C" Class Drivers Licence.

Delegations and Authorisations

Nil.

Physical Requirements

Physical Demand Category

- Sedentary Work
 Light Duty – Frequent lifting/carrying of objects weighing up to 5kgs.
 Medium Work – Frequent lifting/carrying of objects weighing up to 10kgs.
 Heavy Work – Frequent lifting/carrying of objects weighing up to 25kgs.

Audio-Visual Demands

- Depth Perception Colour Discrimination Peripheral Vision Hearing

Specific Actions Required

This job may include:

- | Standing/Walking | Sitting | Driving |
|---|---|--|
| <input type="checkbox"/> None | <input type="checkbox"/> None | <input type="checkbox"/> None |
| <input type="checkbox"/> Occasional | <input type="checkbox"/> Occasional | <input checked="" type="checkbox"/> Occasional |
| <input checked="" type="checkbox"/> 1-4 Hours | <input type="checkbox"/> 1-4 Hours | <input type="checkbox"/> 1-4 Hours |
| <input type="checkbox"/> 4-6 Hours | <input checked="" type="checkbox"/> 4-6 Hours | <input type="checkbox"/> 4-6 Hours |
| <input type="checkbox"/> 6-8 Hours | <input type="checkbox"/> 6-8 Hours | <input type="checkbox"/> 6-8 Hours |

Work Environment

Attribute	Yes	No
Chemicals	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Cold	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Dampness	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Fumes/Gases	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Heat/Humidity	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Heights	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Noise	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Repetitive Motions

- Simple Grasping Fine Manipulation Pushing & Pulling Finger Dexterity Foot Movement

This Job Will Require

- | Manoeuvre | Frequent | Occasional | None |
|-----------|--------------------------|--------------------------|-------------------------------------|
| Bending | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Squatting | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Climbing | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Twisting | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Reaching | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
- Plant operation with maximum seat rating of 150kgs



Workplace Health and Safety Obligations

All employees have a legal obligation to comply with regulatory requirements and **LRC- SMS (Longreach Regional Council's - Safety Management System)** incorporating WH&S policies, procedures and work instructions. These are introduced to ensure the health and safety of employees, contractors, visitors, volunteers, the public and the environment and remain compliant with Industry Benchmark Standards.

The following statements apply to all employees, including permanent, part-time and casual employees. Your responsibilities include:

1. To comply with instructions given for WH&S at a workplace by the employer;
2. Comply with the Health and safety duties and Duty of Care requirements as specified within the Work Health and Safety Act 2011 Part 2.
3. Timely reporting all accidents, incidents minor injuries, near misses and property damage (within 24 hours of the event) and assisting, if required, with the investigation of all incidents in the workplace;
4. For a worker to use the PPE (Personal Protective Equipment) provided by the employer after proper instruction in its use;
5. Not to wilfully or recklessly interfere with or misuse anything provided for WH&S at the workplace;
6. Not to wilfully place at risk the WH&S of any persons at the workplace including yourself;
7. Adhere to the LRC-SMS by remaining compliant to Council's WH&S Management Plan and completing relevant Monthly Action Plan items;
8. Performing all work and associated functions in a safe, efficient and effective manner;
9. Complying with all documented WH&S policies, procedures, work instruction and verbal instructions issued by the organisation or its officers;
10. Provide advice to ensuring risk assessments are conducted and recorded for all identified hazards, or prior to the implementation of new work practices, hazardous substances, or plant. Also, as required, assisting or participating in the carrying out of risk assessments on identified hazards;
11. Identifying hazards, conducting risk assessments, and implementing corrective action to eliminate hazards where possible and / or control risks in the workplace;
12. To report hazards and risks in accordance with WH&S procedures;
13. Establishing and maintaining a high standard of housekeeping within your individual work area(s) and generally within the Longreach Regional Council's area of responsibility;
14. Attending any toolbox, team talks or specific training (e.g. Take 5s etc.) as supplied and required by Longreach Regional Council;
15. Being familiar with the location of first aid treatment centres, fire protection facilities and evacuation procedures;
16. Report any concerns for WH&S to your Supervisor.



Acknowledgement

This Position Description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to the role.

Authorised By:	Grace Jones, Acting Director of Corporate Services
Signature:	
Date:	
Present Incumbent:	VACANT
Signature:	
Date:	