



## LONGREACH REGIONAL COUNCIL

Finance Trainee  
Ilfracombe Branch  
12 month position

Written applications are invited for the temporary (12 months) full time position of Office Administration Trainee, based in Ilfracombe, and will be received until **Friday 28 January 2022**. Late applications may not be accepted.

### The Position

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

### Qualifications and Experience

The successful applicant will be required to complete a Certificate III in a relevant field. To be considered for this role, candidates must be a minimum of 15 years of age. The incumbent will have good computer skills, good communication skills and a willingness to learn. You will be reliable, punctual and serious about starting a career in Local Government.

### Salary and Conditions

This is a full time traineeship and is for a period of 12 months. Wages will be in accordance with the Training Award, based on age and educational qualifications. For more information on wages please contact the Human Resources Department. This position will receive 5 weeks annual leave including leave loading of 17.5%, 15 days sick leave, 9 day fortnight Rostered-Day-Off system, salary sacrifice options, ongoing training and professional development and superannuation of up to 12% of salary is also available upon commencement.

### Applications

If you believe you would like to join the Longreach Regional Council team, please contact Human Resources on (07) 4658 4111. Please visit the Council website at [www.longreach.qld.gov.au](http://www.longreach.qld.gov.au) and download a copy of the Position Description and Advertising document. Applications must include a current resume, 2 work related references and a letter addressing how you meet the position requirements. Applications can be emailed to [assist@longreach.qld.gov.au](mailto:assist@longreach.qld.gov.au)

### Commitment to EEO and WH&S

Longreach Regional Council is an equal opportunity employer and is committed to providing a safe work environment for all staff. Council operates under a Drug and Alcohol Policy and the successful applicant may be required to undertake a drug and alcohol test, with a clear result, before an offer of employment is made.

*Longreach Regional Council is an equal opportunity employer.*

Mitchell Murphy  
Chief Executive Officer

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