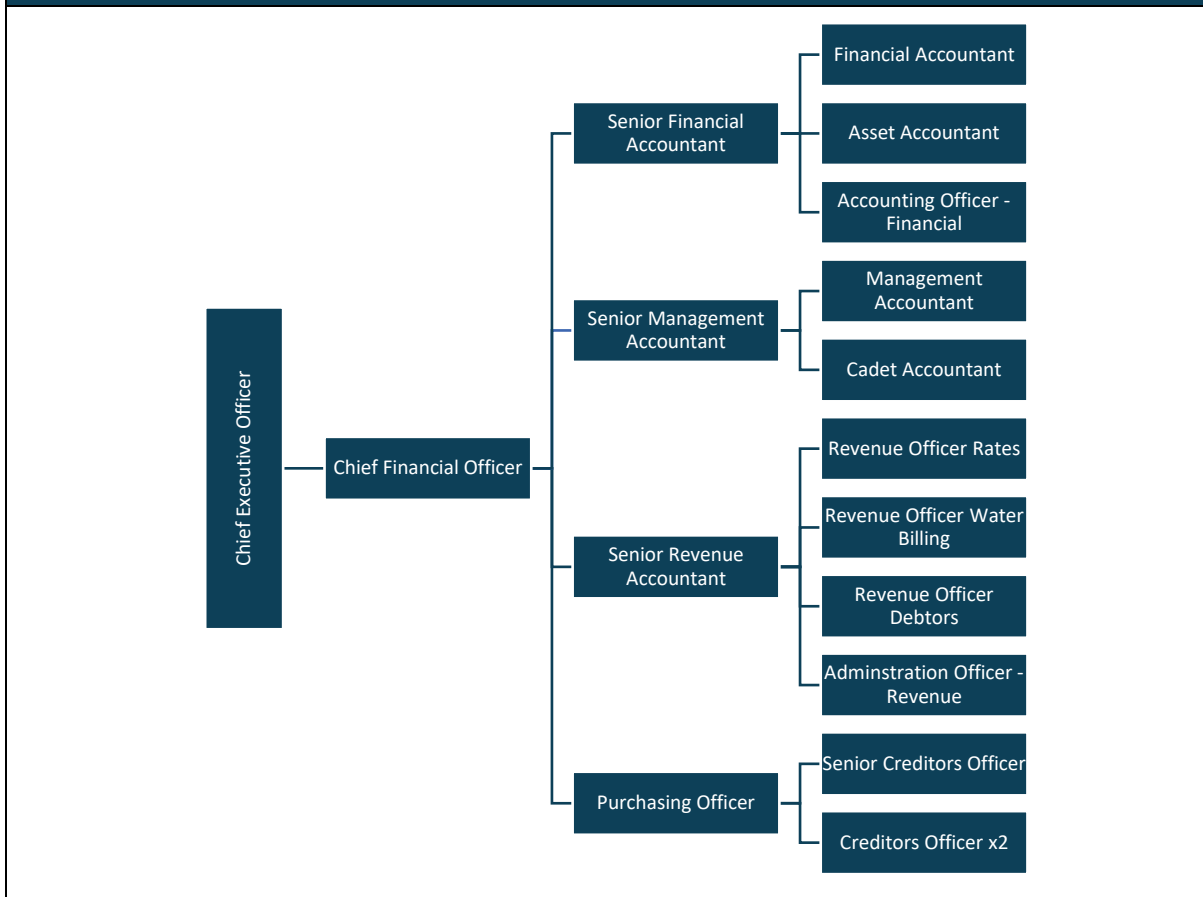


Position Title:	Trainee – Financial Services
Position Number:	TBC
Division:	Corporate & Commercial Services
Section:	Financial Services
Grade:	Traineeship Rates
Position FTE Hours:	35

Primary Purpose of Position

To assist Council in providing a high level of service in the Financial Services team, whilst successfully completing a formal traineeship including on-the-job and formal training

Sectional Structure



Selection Criteria

Qualifications/Skills

Licences

- Ability to successfully enrol in and complete a Certificate III in Financial Services as part of a 2- year traineeship

Skills and Experience

- An interest in developing a career in Financial Services, including the willingness to learn and take on constructive feedback
- Good communication skills, both verbal and written, including the capacity to interact professionally with all levels of staff and the public.
- A demonstrated understanding of how to provide quality customer service
- Demonstrated ability to work and contribute as part of a team
- Proven ability to work unsupervised
- Proven ability to be reliable, trustworthy, well organised and lead by example
- Computer literacy skills in the use of a variety of computer software packages
- Good organisational and planning skills, including the capacity to work to deadlines and set priorities
- Demonstrated ability to model Council's key values and desired behaviours

Key Accountabilities/Duties

- Undertake study on a regular basis and achieve satisfactory results in accordance with a formal training plan
- Follow directions from the Chief Financial Officer and other staff as directed
- Provide support to the Financial Services team including taking telephone enquiries and requests, documentation, filing and office equipment maintenance.
- Communicate professionally and effectively with other Council staff, management and the general public
- Comply with Council's Code of Conduct, relevant policies and procedures, values and behaviours, and work health and safety responsibilities, as amended from time to time

Position Capabilities	
<p>The Orange City Council Capability Framework describes the core knowledge, skills and abilities expressed as behaviours, which set out clear expectations about performance in our council. The full information regarding these Capabilities is available here. The focus capabilities for this position are:</p>	
Group	Capability
Personal Attributes	<p>Manage Self - Foundational "Does it"</p> <p><i>Show drive and motivation, an awareness of strengths and weaknesses, and a commitment to learning.</i></p> <ul style="list-style-type: none"> • Checks understanding of own role within the team • Proactively seeks instruction and guidance • Approaches work tasks with energy and enthusiasm • Stays up to date with knowledge, training and accreditation in relevant skills areas • Is willing to learn and apply new skills • Learns from mistakes and the feedback of others
	<p>Ownership - Foundational "Does it"</p> <p><i>Take responsibility and ownership of work and delivering to quality standards.</i></p> <ul style="list-style-type: none"> • Takes responsibility for own actions • Completes tasks he/she has agreed to on time • Is aware of the decisions that need to be referred to a manager or supervisor and acts accordingly • Speaks up when errors made
Relationships	<p>Customer Focus - Foundational "Does it"</p> <p><i>Commit to delivering customer focused services in line with strategic objectives.</i></p> <ul style="list-style-type: none"> • Shows awareness that he/she is working for the community • Shows respect, courtesy and fairness when interacting with customers and members of the community • Listens and asks questions to understand customer/community needs
Results	<p>Plan and Prioritise - Foundational "Does it"</p> <p><i>Plan and organise work in line with organisational goals, and adjust to changing priorities.</i></p> <ul style="list-style-type: none"> • Understands team objectives and own contribution • Plans and organises own work tasks • Asks when unsure about the relative priority of allocated tasks • Manages time appropriately and re-prioritises as required • Identifies and informs supervisor of issues that may impact on completion of tasks
Technical	<p>Finance, Procurement and Contracts - Foundational "Does it"</p> <p><i>Understand and apply procurement and financial processes to ensure effective purchasing and contract performance in line with legislation and policy.</i></p> <ul style="list-style-type: none"> • Calculates and records financial information accurately • Seeks approval from manager/supervisor for expenses and claims, as required by policies or guidelines • Checks quotes and invoices for accuracy • Checks that invoiced fees and charges match goods or services delivered and/or charged
	<p>Information and Technology - Foundational "Does it"</p> <p><i>Use technology and information to maximise efficiency and effectiveness.</i></p> <ul style="list-style-type: none"> • Shows confidence in using the technology required in the role • Uses technology appropriately, in line with acceptable use policies • Completes work tasks in line with records, information and knowledge management policies

Corporate Values

As a values-based organisation, Council demonstrates its values through workplace behaviours. These behaviours provide a framework for staff to model behaviour across the organisation. Underpinning the behaviours is the Orange City Council Code of Conduct.

Council's corporate values are listed below:

- **Respect** – is honest and respectful towards others and works as part of a team
- **Ownership** - takes responsibility for actions
- **High Performance** - pursues performance excellence and continually looks for improvement
- **Customer Focus** - demonstrates a customer focused approach towards internal and external customers
- **Safety** - works safely, in accordance with Council's Work Health and Safety policy and procedures
- **Diversity** – Champion a diverse and inclusive workplace
- **Leadership** – Council encourages all its employees to lead by example and role model our values. Leaders also need to ensure they provide constructive feedback and encourage high performance by coaching, developing, recognising and managing people effectively

Work Health and Safety Responsibilities

All employees are responsible for Work Health and Safety (WHS) for Orange City Council and their duties include:

Complying with Council's WHS policies and procedures

- Working with due diligence and consideration to safeguard their own health and safety and the health and safety of others
- Reporting any potential hazards, incidents or injuries to their Supervisor and Human Resources within 48 hours
- Participating in any applicable WHS consultation arrangements
- Complying with any Return to Work Plan if injured and supporting rehabilitation in the workplace
- Correctly using all personal protective equipment
- Complying with emergency and evacuation procedures and site rules if applicable
- For Managers, Supervisors, Team Leaders or Gangers, you have additional WHS responsibilities as defined in the Orange City Council Work Health and Safety Management Policy (OP 84)

General

- The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required.
- Local Government (State) Award conditions apply to all entitlements.
- The Position Description links to the overall organisational Delivery/Operational Plan which ties into an employees' key performance indicators (KPIs) as part of their annual performance review.

- Position descriptions may be amended from time to time in accordance with business needs and in consultation with the incumbent of the position.

I acknowledge that I have read and understood the duties and responsibilities of the position as outlined in the above Position Description

Name of Employee	
Signature of Employee	
Date	