

ROLE DESCRIPTION

Trainee Finance

Directorate	Organisational Services
Unit	Finance
Reporting to	Principal Accountant
Position Number	#####
Band	1/1
Grade	Trainee
Date of Review	February 23

Council Overview

The Richmond Valley LGA is the base of the Northern Rivers region of NSW, extending from the coastline of Evans Head to the foothills of the Great Dividing Range. We have rolling hills, beautiful beaches, state forests, national parks, Crown lands and nature reserves.

We are proud to have won multiple awards for our culture including: Outstanding Employer of the Year by NSW Northern Business Chamber 2019, and Large Employer of the Year by Training NSW 2016, Best Tap Water in Australia 2022 and much more!

Our Values and Behaviours



Primary purpose of the role

The primary purpose of this position is to provide support to the finance team in the delivery of key objectives.

Key Accountabilities

- Support the financial and management accounting functions to meet Council's legislative requirements and team objectives
- Assist in the accounts payable function to ensure payments are completed within required timeframes
- Supporting and assisting staff in financial processes and responding to enquiries to ensure processes are completed effectively
- Contribute to continuous improvement initiatives within the team
- Contribute to a positive safety culture within the organisation through completion of required documentation, reporting incidents/hazards/near misses and contributing to team discussions

Key Challenges

- Responding to a changing work environment and prioritising accordingly
- Understanding legislative requirements

Qualification Requirements

Essential

- Higher School Certificate
- Class C Driver Licence (includes P1 or P2)

Organisational Obligations

- Adhere to Code of Conduct
- Council Policies and Procedures
- WHS Obligations and Responsibilities

Traineeship

Duration

Two years

Course

FNS30122 - Certificate III - Financial Services

Study Time

On-the-job training

3 hours study time per week

Learning Outcomes

- Use of digital accounting system
- Working within excel to design and produce spreadsheets
- Engage in workplace communication and managing stakeholder expectations
- Process financial transactions and extracting reports
- Perform financial calculations
- Understanding corporate software and ability to retrieve information from records
- Process and manage payments
- Reconcile financial transactions

Key Relationships

Who	Why
Internal	
Principal Accountant	<ul style="list-style-type: none">✓ Receive training, instructions, advice and mentoring and report on progress✓ Contribute to discussions and report issues
Finance Team	<ul style="list-style-type: none">✓ Contribute to continuous improvement initiatives✓ Contribute to team discussions, provide support and knowledge share across the team✓ Receive training, instructions, advice and mentoring
Council Staff	<ul style="list-style-type: none">✓ Communicate effectively, manage expectations and answer enquiries related to finance matters
External	
Stakeholders	<ul style="list-style-type: none">✓ Communicate effectively and manage expectations

Role Dimensions

Decision Making

The role operates under supervision of the team and is learning to incorporate skills and knowledge in the workplace. Participating in relevant day-to-day decision making and problem solving with leaders.

Direct Reports

None

Financial Delegation

None

Leaseback Motor Vehicle

None

Technology

Laptop, Dual Monitors and Headset

Emergency Warden Responsibilities

None

Immunisation Requirements

None

On-Call




None

Allowances

None

Capabilities

Below is the full list of capabilities and the level required for this position. View more details of the <https://capability.lgnsw.org.au/>

Local Government Capability Framework		
Capability Group	Capability Name	Level
 Personal Attributes	Manage Self	Foundational
	Display Resilience and Adaptability	Foundational
	Act with Integrity	Foundational
	Demonstrate Accountability	Foundational
 Relationships	Communicate and Engage	Foundational
	Community and Customer Focus	Foundational
	Work Collaboratively	Foundational
	Influence and Negotiate	Foundational
 Results	Plan and Prioritise	Foundational
	Think and Solve Problems	Foundational
	Create and Innovate	Foundational
	Deliver Results	Foundational
	Finance	Foundational
	Assets and Tools	Foundational



Resources

Technology and Information

Foundational

Procurement and Contracts

Foundational

Focus Capabilities

The focus capabilities for the position are those judged to be most important.

Local Government Capability Framework		
Capability	Level	Behavioural Indicators
Personal Attributes Demonstrate Accountability	Foundational	<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 • Takes care of own and others' safety and wellbeing by following safe work practices • Identifies and speaks up about risks in the workplace
Relationships Work Collaboratively	Foundational	<ul style="list-style-type: none"> • Keeps team and supervisor informed of what he/she is working on • Shares knowledge and information with team members and other staff • Offers to help colleagues and takes on additional tasks when workloads are high • Is aware of the wellbeing of co-workers and provides support as appropriate • Is open to input from people with different experiences, perspectives and beliefs
Results Plan and Prioritise	Foundational	<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
Resources Technology and Information	Foundational	<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

Acknowledgement

Trainee Finance

Employee Name: _____ Date: ____/____/____

Signature: _____

Director Organisational Services

Employee Name: _____ Date: ____/____/____

Signature: _____