

POSITION DESCRIPTION

Position Title:	Trainee Finance Administration (PN 6066)	
Position Type:	Temporary Full-time	
Department:	Corporate Services	
Date Approved:	September 2026	
Hours per week:	35	Award Classification: Band 1, Level 1
FTE	1	Salary Classification: T1- T10

Position Purpose

Develop practical skills and experience across Council's Finance and Revenue functions while completing the required traineeship qualification. The role provides administrative and transactional support to assist the team to deliver accurate, timely and customer-focused financial and revenue services and meet operational and reporting deadlines.

Key Accountabilities

Support the delivery of responsive, accurate and efficient Finance and Revenue services by:

- Actively participating in the structured training program provided, including both on-the-job training and formal coursework.
 - Undertaking and completing a Certificate III in Accounts Administration (or equivalent) with a Registered Training Organisation (RTO) within the specified timeframe. The successful applicant will be required to abide by all RTO policies and regulations applicable to the course of study, and to meet the standards required to achieve the awarding of the certificate.
 - Completing all required assessments and course work as part of the Traineeship.
 - Practical application of the skills acquired in the workplace, assisting Council's Finance team to deliver financial and revenue services.
- Assisting with accounts payable duties, including checking and entering invoices, maintaining records and filing documents.
- Assisting with accounts receivable duties, including preparing invoices, updating customer and debtor information and supporting routine follow-up activities.
- Assisting with rates and water billing activities, including entering information, checking records and processing routine updates.
- Providing general administrative support across the Finance and Revenue team, including preparing spreadsheets, reports, letters and other documents.
- Entering, updating and checking financial, property and customer information in Council systems, with appropriate guidance and supervision.
- Scanning, registering and filing correspondence and financial records in Council's electronic document and records management systems.
- Responding to routine enquiries from customers and Council staff by telephone, email or in person, and referring more complex matters to the appropriate team member.
- Providing courteous and helpful customer service and working cooperatively with members of the Finance and Revenue team.
- Following Council policies, procedures, confidentiality requirements and instructions when handling financial, customer and property information.
- Performing other duties within the trainee's developing skills, ability and competency level as reasonably

directed, with appropriate instruction and supervision.

Core Competencies (Knowledge Skills and Experience)

Qualifications

- Minimum Year 10 standard of education is essential, Year 12 standard of education is desirable.
- Current Drivers Licence, or willingness to obtain and maintain.
- Commitment to completing a Certificate III in Accounts Administration (or equivalent).

Note: All licenses/tickets stated in the position description must be current/valid during the duration of your employment. Should there be a change in status it is the employee's responsibility to notify Council as soon as practicable.

Skills and Experience

- Ability to complete theory and practical work units associated with the course of study.
- Demonstrated interest in Finance and willingness to learn.
- Basic experience using computer applications in an office, school or similar environment.
- Sound numeracy, literacy and attention to detail, with a willingness to check work for accuracy.
- Developing skills in Microsoft Office applications, particularly Outlook, Word and Excel.
- Clear verbal and written communication skills and the ability to provide courteous customer service.
- Good organisational and time-management skills, with the ability to follow instructions and meet agreed deadlines.
- Ability to maintain confidentiality and handle financial, personal and property information appropriately.
- Ability to work cooperatively as part of a team and seek guidance when a matter is outside the trainee's knowledge or authority.
- Willingness to learn Council's financial, revenue, records-management and customer-service systems and procedures.
- Commitment to completing the traineeship qualification and participating in ongoing workplace learning and development.

Values

Kempsey Shire Council's values are at the core of our work. It is expected that your conduct will reflect Council values, and your commitment to these values will be central to your successful performance as an employee.

CARING Values

COLLABORATION

CARING FOR OUR COMMUNITY

ACCOUNTABILITY

CARING FOR OUR TEAM MATES

RESPECT

CARING FOR OUR ENVIRONMENT

INTEGRITY

CARING FOR OUR FUTURE IN THE SHIRE

KEMPSEY SHIRE COUNCIL – WE CARE

NURTURING

GROWTH

Supervision Received

This role reports to the Finance Manager.

Supervision Exercised

Nil.

Position Description Endorsement

Learning and Development

Position Description reviewed and approved by:

People and Culture Representative:	
Position Title:	Learning and Development Officer
Date:	September 2026

People and Culture

Position Description reviewed and approved by:

People and Culture Representative:	
Position Title:	People and Culture Advisor
Date:	September 2026

Role Authorisation

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Role Acceptance

I have read and understood the content of the Position Description for my role. I will undertake the responsibilities and behaviour required of me and expect to be held accountable for work performed in accordance with this role.

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